

Govind Guragain
Kathmandu, Nepal

Mob: 9851313169,9842020169,

During my past carrier I was involved with top Management in various service & manufacturing business houses. as a top level HR & Administrator, Legal expert (Advocate), finance & taxation, labour & Trade union consultant, I have also professional knowledge of Insurance, Legal & Liaison, PR, IR, Custom, IRD full audit, store ,sales ,VAT & Bonded ware House procedure and overall top level Management. my contribution was how to create working environment for growth of company and achievement's goal. I am also professionally experienced with corporate culture, complex environment, and critical working area. I spend my past carrier inside big and repudiated manufacturing and services related industrial business house in Nepal.

As an Advocate, (From 2001, license by Nepal Bar Association and member of Nepal Bar Council, former Notary Public) I have Excellent working knowledge of conflict management in vast & complex area. i have deep experience in Industrial Public Relation management, with managerial skill of overall organizations.

My past professional experience helps me to identify complex and valuable internal & external problem and resolving multiple and complex issues.

Professional working Area

- Highly Professional Management knowledge & experience in
 - Hospital & Medical Industries,
 - Steels manufacturing industries
 - Plastic & Oven sacks manufacturing industries.
 - Synthetic & Acrylic Manufacturing Industries.
 - Hotel & FMCG Production Industries.
- Law Professional (Lawyer Advocate) with Overall top level Management expert.
- Professional HR/Administrator.
- Finance& Taxation.
- Insurance - Fire Policy, Machinery Breakdown Policy, GPA & Medical insurance Policy, Transit Policy, & Lose recovery Settlement Management,
- Public level Mass conflict or community conflict Management.
- Legal Professional Advocate, Labour Law and Labour act 2074, and Social security system .
- Prepare Did/Contract & various legal documents, Agreements & Renewal, Amendment contract, Minute Agenda, AGM & Special AGM for office of the Company Registration, Memorandum and Article with all type of legal documentation.
- Trade union & conflict Management.
- Industrial Relation & work force Motivation.
- Skill Gap Analysis & Capacity Building:
- Manpower Planning & Recruitment:
- Training & Development:
- KPI & Performance Appraisal:
- Payroll & Attendance Management:
- Compensation & Benefit:

- HR Policy & Strategy:
- Professional relationship with staff and related.
- Problem Solving skill.
- Energetic behavior.
- Sincere & quick decision-making ability.
- Risk analysis.
- Cost Control.
- Health & Safety:
- Contractor Management:
- Office internal level wise Approval System.
- Situation analysis and decision-making ability.
- Labour Auditing. (New Provision in Labour Act -2074)
- Income Tax system, TDS, Tax filing,
- E-PAN, PAN, Registration.
- VAT Monthly return & VAT Refund.
- IRD Tax Final Auditing system.
- BGTT /Passbook deposit refund,
- Custom procedure. Bonded Warehouse procedure, Custom Tariff
- Corporate culture friendly.
- Public Relations & Media Affairs
- Sales & Marketing Department planning controlling.
- Sales Billing, Cash Collections & Cash Management.
- Legal Compliance
- Vehicle Management.
- Repairing & maintains.
- Liaison (Gov't sector) working knowledge.
- All provision of SSF and PF for Employee/ Employer.
- Big industries (inside Factory based residential) Knowledge.
- Complicated and complex area working experience.

EMPLOYMENT

- 1, Organization:- Shanker Group, Kathmandu,(From 01 ,January 2021 to till now)
 Post:- AGM-HR & Admin
 Jagdamba Steels Pvt Ltd, Bara. Simara.
- 2, Om Hospital & Research Centre Pvt Ltd, Kathmandu
 Post :- Hospital Manager with Company secretary .(01, Jun 2018 to 25 December 2018)
- 3, Golden Hospital Pvt Ltd, Biratnagar.
 Post :- CEO Hospital Manager. (29, April 2017 to 25 May 2018)

- 4, Organization :- Neuro Cardio & Multispecialty Hospital Pvt Ltd,Biratnagar,Morang.
Post :Manager(HR/Admin/Finance/Over all Management, (14 March 2010 to 20 April 2017)
- 5, Organization : - Dhanlaxmi Synthetic Ltd, Duhabi, Sunsari.(Golyan Group)
Post :- Manager (Personal & Administrator Residential,(07 September 2008 to 26 February 2010)
- 6, Organization: - Shivam Plastic industries Pvt Ltd, Biratnagar (Golyan Group)
Post :- Manager(Personal & Administration,(17 March 2002 to 27 August 2008)

EDUCATION:

- BL, Mahindra Multiple College, Dharan , Sunsari –TU .
- Intermediate of Law, from Janta Law College, Biratnagae,Morang.
- Secondary Level (SLC) from Bhadgawn Sinwari Secondary school,Jhumka,Sunsari. (HMG Board)

Extra Consultant Knowledge as Lawyer & management Expert.

- ❖ Galaxy Corridor Hotel 's Management Experience.(Hotel Harrison Palace,Biratnagae)
- ❖ Poultry Farming Management Experience.(Birat/Purwanchal Poultry ,Rengeli/Siraha,Bishnupur)
- ❖ Private School Management Experience.(Secondary/Paramount School,Dharan/Biratnagar)
- ❖ PP Oven Fabric Industrial Management Experience.(Shivam Plastic Ind.Pvt Ltd,Tanki, Morang)
- ❖ Synthetic fabric Industries Management Experience.(Dhanalaxmi synthetic,Duhabi,Sunsari)
- ❖ Spice Industries Management Experience. (Century Group/Century Masala,Biratnagar)
- ❖ Slipper Industries Management Experience.(Annapurna Jutta Chappal/Annapurna Slipper,Biratnagar)
- ❖ Hospital Management Experience(Neuro/Golden/Apex Hospital,Biratnagar,Morang./Itahari,Sunsari)
- ❖ Om Hospital Pvt Ltd, Kathmandu.
- ❖ Advocate /Former Notary Public-Approval by Nepal Bar Association/Nepal Notary Public Council

Training

- Certificate of Professional Computer Basic Course, MS Office, HMG, and Science & tec. Ministry.
- MS Office , windows applications Email & internet.
- VAT Training , JBRH & Company (CA Mr Jagadish Agrawal)
- Income Tax,VAT,TDS, Procedure in Inland Revenue Office.
- Compliances of Company Act Training - By Professional Careers & Education Pvt .Ltd . Biratnagar.

- Workshop on Income Tax & VAT By ICAN.
- HR Management & Leadership during COVID-19'' (AOTS Japan & FNCCI-EC Nepal)

License

- 2 / 4 Wheeler Valid Driving License with on vehicle.
- Former Notary Public license By Nepal Notary Public Council.
- Advocate License By Nepal Bar Council.

Language Skills

- Nepali,
- Hindi,
- English.

Family Detail

Father' Name :- Mr Maniram Guragain

Address :- Ramdhuni – 4, Sunsari .

Marital Status :- Married

Regards

Govind Guragain

Kathmandu

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govindguragain2@gmail.com