

DRISHTANT KARKI

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I am a **hardworking** individual, with 5 years of **experience** in **Information Management**. Experience working in managing information during emergencies and actively worked in development sector. My great eye of detail, commitment to complete work by deadline, enthusiasm and good interpersonal communication skill makes me suitable team player to work in given environment. I am constantly seeking opportunities to learn and work in diverse and challenging work environment. I get job done with little guidance.



Areas of Expertise

- Information Management
- Data Analysis and Management
- Maps & Info-graphics
(Arc GIS, Adobe Illustrator & Power BI)



Skills

- Use of MS-Excel tools and MS-Access for **Database Management**.
- **Data Analysis** for effective information dissemination in the form of maps and info-graphs.
- **Interpersonal** relationships with humanitarian partners are very important in data preparedness as well as emergency response.
- **Teamwork** helped to meet the target of our Unit.
- **Communication skills** helpful in coordinating with agencies focal persons for various works.
- **Time Management**
- **Languages:** English/Nepali/Learning French



Achievements

- Awarded as “**Staff of the year**” in my previous office on 2014 for my performance and skill in handling multiple projects independently.
- Awarded 25% **Environment Scholarship** in Master’s.



Education

Master’s in Interdisciplinary Water Resource Management (2015-2020)

Nepal Engineering College, Nepal

Bachelor’s in Environmental Engineering (2008-2012)

Kathmandu University, Nepal



Trainings

- Training on “Basic Web Designing and Content Management System using Drupal”
- Attended training provided by UN-SPIDER Technical Advisory Mission (TAM)
- Training on Geospatial Information Technology (GIT) for Disaster Risk Management (DRM) and Decision support by UNITAR
- ESRI Arc GIS 10” training program
- Public speaking training organized by UNRCO



Extra Activities

Participated in elocution, debate, quiz and sports activities conducted by schools, colleges Leo club and Jaycees club. Awarded by 5 first, 7 Second and 6 Third positions in contest mentioned above.



Work Experience

❖ **Information Management Assistant (07/2017- till date)** **United Nations Resident Coordinator's Office**

- Data preparedness (Humanitarian Profile)

Collect and process data to prepare humanitarian profile in the form of maps& info-graphs for all 7 provinces. This product is the important component of contingency plan incorporating essential baseline information.

- Situation Update information during Monsoon

Prepared monsoon situation update maps that reflects information on casualty and affected municipalities due to flood/landslide

- Assist in Sub national adaptation of Index for Risk Management (INFORM) model

Assisted for the smooth conduction of INFORM workshop to identify indicators to be incorporated in the sub-national INFORM model. Collected, compiled and processed data on various indicators identified from different organization.

- Assist in preparation of activity mapping of humanitarian and development partners (3W)

Humanitarian: Prepared the revised 3W (Who/What and Where) template to track relief response work. Compiled the 3W data from different humanitarian coordination clusters and prepared 3W snapshots.

Development: For the pilot activity tracking of development partners in province 6, data collection template was developed in spread sheet in consultation with MIMU Myanmar. Bilateral coordination was done with the focal person of the respective Development Partners to collect, verify and validate data.

Assist in developing interactive web-based application to visualize activity mapping of Development Partners in Power BI application platform which will be useful in analyzing gaps for future programming.

- Maintain Security incident database & prepare monthly incident info-graphs for RCO local update product

Security Incident (SI) database is used to produced SI info-graphs for Basic Operating Guidelines (BOGs) reporting and other similar product.

It includes information on Operational Space Incidents as well as Gender Based Violence (GBV) collected from various sources (online news media, UNDSS, AIN).

- Regular Update and maintain UN Nepal Information Platform website and upgrade the website

Redesigned the website for easy navigation based on user survey and traffic analysis. Coordinate among UN agencies, relevant partners and encourage web content managers to update content of their specific web-page.

Create a dedicated webpage for Sustainable Development Goals (SDGs), United Nations Development Assistance Framework (UNDAF), Gender Equality and Social Inclusion (GESI), Human Rights and Humanitarian response webpage consulting with relevant person.

❖ **Data Processor (10/2015 –06/2017)**
United Nations Resident Coordinator's Office

- Assist in conducting Information Management Working Group (IMWG) meeting and prepare meeting minutes.
- Assist in preparing humanitarian profile in the form of maps& info-graphs for **22** flood affected districts and **14** earthquake affected districts.
- Responsible for updating email contact list such as Humanitarian Country Team (HCT) and IMWG which is helpful during emergency for information dissemination and to call for meetings.
- Data compiling and preliminary analysis of Caste and Ethnicity for producing maps
- Used Online Survey tool such as Monkey Survey to carry out perception and quantitative survey
- Collect and update Common operational datasets (COD), Fundamental operational datasets (FOD) for the Emergency Response Preparedness
- Collect, compile and analyze security related data, prepare info graphics and support BOGs Officer to the timely reporting of Security Incidents on BOGs meeting.
- Check the data quality in terms of data completeness and consistency by cross validating the information with other reliable data sources.

❖ **Environmental /GIS Engineer (04/2015 – 09/2015)**
Homeland Consultancy

- Preparation of land cover maps, slope analysis map, DEM maps, Transportation linkage map.
- GIS based Road Inventory Survey and Map Preparation
- GIS map preparation for feasibility project of Alternative Mechi Highway near Taplejung Bajar

❖ **Environmental /GIS Engineer (12/2012 – 01/2015)**
Nepal Engineering and Software Theatre Pvt. Ltd

- Data acquisition and compilation from secondary sources coordinating with concerned department of government offices and relevant stakeholder/organization
- Prepared a well-managed database, relationship database designing using Arc GIS for projects like Community Management Irrigation Agriculture Sub-Project (CMIASP), Urban Environment Management Information System (UEMIS) of 105 settlements.
- Conducted workshop to gather information from community level to carry out their need assessments for Physical Development Plan of Jayanagar Model Village.
- Data Collection from Revenue Office and co-ordinate with community/land owner of the land for land pooling projects.

- Digitization of parcels, field verification of parcels number and update in GIS attribute table, map and report preparation of GIS Assisted Parcellary Mapping of Kankai Irrigation Project (IWRMP) using Arc GIS.
- Assisted in GIS training provided to government officials for regular update of UEMIS database that has been prepared.
- Database preparation of Risk Hazard Mapping of Darchula district



REFERENCES

Ragindra Man Rajbhandari

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United Nations Resident Coordinator's Office
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John Marinos

Regional Information Management Officer
United Nations Office for the Coordination of Humanitarian Affairs (OCHA) ROAP, Bangkok
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CERTIFICATION

I, the undersigned, certify that, to the best of my knowledge and belief, these curriculum Vitae correctly describes me, my qualification and experience. I understand that any willful misrepresentation or material omission describes herein as requested by the Organization renders me liable to termination or dismissal from the contract.