# CURRICULUM-VITAE


**Name** : Pratap Subedi

**Father's Name** : Sthir Narayan Sharma

**Permanent Address:** Kusma-11, Parbat.

**Residence Address** : Kritipur-10, Tyanglaphat, Kathmandu.

**Date of Birth** : 2028-01-27 BS

**Nationality** : Nepali

**Religion** : Hindu

**Marital Status** : Married

**Sex** : Male

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**Academic Qualification:**

| Degree | Name of Institution | Year of Completion | Major Subject |
|---|---|---|---|
| M.B.A. | University Campus, Kirtipur | 2052 | Marketing |
| B.Com. | P.N.Campus, Pokhara | 2049 | Marketing |
| I.Com. | P.N.Campus, Pokhara | 2046 | Marketing & Account |
| SLC | Poorneshowr Ma. Vi. , Parbat | 2044 | Opt. Maths and Science |
| B.Ed.(One Year) | University Campus, Kirtipur | 2054 | Adm. & Sup. |

## Experience in ADBL

| SN | Post | From | To | Major Works |
|---|---|---|---|---|
| 1 | Act. CEO | 11/9/2079 | 05/11/2079 | - Entire functions of CEO, per BAFIA 2073, Company Act 2073 and MoA /AoA of the Bank as decided by BoD decision of date 10/09/2079 |
| 2 | Deputy General Manager(Human Resources and Service) | 31/3/2081 | Till date | - Recruitment of new staffs induction, placement, transfer, promotion, training etc. of employees, grievance handling, coordination with PSC, development of syllabus for internal and external competition<br>- compliance related works<br>- Led Human resource department, General Service department, Central training institute, Central Operation Department and Physical Assets Development Project |
| 3 | Deputy General Manager (Chief Operating Officer) | 31/03/2080 | 30/03/2081 | - Centralization of CAD functions, activation of CAC, KYC update, development of new deposit products (eg. Lakhapati, Crorepati Dhamaka, Matribhumi bachat khata, etc.)<br>- Led CAD department, Deposit department, Digital department and Operation and Marketing department |
| 4 | Deputy General Manager(Chief Credit Officer) | 18/05/2076 | 30/03/2080 | - Preparation of annual plans and budgeting, approval of credit files, amendment and development of credit policy, NPL management, role in increasing bank income and profit<br>- Led Planning department, treasury and correspondent department, Business Credit Department, Trade Finance Department, Corporate Banking Department |
| 5 | Act. Deputy General Manager(service) | 2/7/2076<br>2/7/2075 | 17/05/2076<br>15/10/2075 | - Preparation of annual plans and budgeting, Banking software management, development of Arthik Prasasan Biniyamawali, coordinating role in reprocurement of CBS T24, coordination of other procurement works<br>- Led GSD, IT & Planning Department |

| SN | Post | From | To | Major Works |
|---|---|---|---|---|
| | | | | |
| 6 | Chief Main Director, Act DGM (RO Kathmandu) | 10/16/2075 | 2/6/2076 | - Managed credit portfolio, LC, streamlining loan process, increase in deposit, manpower management in province etc.<br>- Overall management of Kathmandu and Chitwan provincial offices with over 65 branches. |
| 7 | Division Chief(Company Secretary) | 10/16/2073 | 2/5/2075 | - Preparetion & Implementation of decisions of BoD and coordination with stakeholders<br>- Conduction of AGM and election of BoD members in time<br>- Issuance of public share and employee share<br>- Played a major part from 1st to 11th AGM after the transformation of bank into a public company in 2062 BS<br>- Works pertaining to Good Governance and compliance of the bank<br>- Maintain good institutional relationship with NRB, SEBON, NEPSE and other regulatory bodies on the behalf of bank, |
| 8 | Act. Division Chief(Company Secretary) | 1/24/2073 | 10/15/2073 | |
| 9 | Section Chief (as Company Secretary) | 11/7/2072 | 1/23/2073 | |
| 10 | Section Chief(Company Secretariat ) | 16/07/2065 | 23/01/2073 | |
| 11 | Account Officer (CEO Office) | 2062 | 2065 | |
| 12 | Account Officer (Internal Audit Department) | 2058 | 2062 | - Overall internal auditing and follow up reports of various branches<br>- Preparing report of Audit committee |
| 13 | Account Officer (RO, Dhangadi) | 10/18/2057 | 2058 | - All works related to accounts like voucher preparation and approval, inter branch and inter bank reconciliation, preparation of accounting ledger, balance ledger and journal ledger, and other related works |
| Other Experience in ADBL | | | | |
| 1 | Chairman, Staff Recruitment Committee | 2076/05/16 | Till date | - Chair of committee with representatives of MoF Undersecretary, PSC Undersecretary, Expert member and division chief of HR<br>- Yearly in time file promotion of current staffs and internal competition |

| SN | Post | From | To | Major Works |
|---|---|---|---|---|
| | | | | - Open competition of specified vacancy, develop syllabus, approval of PSC, publish advertisement, conduct interview, result, placement and induction training of successful candidates |
| 2 | BoD Member, Staff Retire Fund ADBL | 18/5/2076 | till date | - Investment, recovery and overall management of pension and gratuity fund of all permanent employees as an independent profitable institution (portfolio size around 12 arba) |

**External Experiences as BoD Member**

| SN | Post | From | Till |
|---|---|---|---|
| 1 | BoD Member, Neco Insurance | 2080/07/14 | Till date |
| 2 | BoD Chairman , Fund Management Company | 23/3/2079 | 2080/07/13 |
| 3 | BoD Member ,Sana Kisan Bikas Laghubitta Bittiya Sanstha Ltd | 21/3/2076 | 22/3/2079 |
| 4 | BoD Member, Deprosc Laghubitta Bittiya Sanstha Limited | 10/2/2075 | 20/3/2076 |

**Other Experience:**

- Main Central Supervisor (RO Kathmandu, Biratnagar, Janakpur, Chitwan, Pokhara, Bhairahawa, Dhangadi, Nepalgunj, Ghorahi, (in different fiscal years)
- First Compliance Officer (2063/064 to 2065/66), ADBL
- Secretary, Good Governance Committee, ADBL (2066 Mangsir to 2069 Bhadra)
- Regd. Auditor, Class I.C.A.N. Babarmahal Kathmandu

**Working Experience in other Institutions:**

| SN | Post | Institution | | From | Till |
|---|---|---|---|---|---|
| 1 | Section Officer(B M) | Karmachari Sanchayakosh, Bhairahawa Branch | | 13/8/2057 | 10/17/2057 |

| | | | | | |
|---|---|---|---|---|---|
| 2 | Assistant | Nepal Rastra Bank, Banking Office , Thapathali | | 28/12/2053 | 12/8/2057 |

**Teaching Experience:**

| S.N. | Name of Campus/College | Post | Teaching Subject | Duration |
|---|---|---|---|---|
| 1 | Janta Sudarshan Multiple Campus, Parbat | Asst. Lecturer (Full time) | Mkt. A/C (I.Com.) | 2052 Mangsir to 2053 Chaitra |
| 2 | Sahid Smarak College, Kirtipur | Asst. Lecturer (Part time) | A/C Mkt., (I.Com.) | 2054 Kartik to 2057 Poush |
| 3 | Nepal Commerce Campus, Min Bhawan | Asst. Lecturer (Part time) | Mkt, MBA Banking & Insurance. (BBS), | 2055 Bhadra to 2057 Bhadra |

**Participation on Trainers Training (TOT):**

- Trainers Training Course (2001-06-19 to 2001-6-26) Agriculture Credit Training Institute, Kathmandu.
- Basic Training of Trainers (2005-01-03 to2005-01-17), Nepal Administration Staff College, Lalitpur.
- Training of Trainers (TOT) course on Risk Management & Internal Audit (2005-05-02 to 2005-05-08), Strengthen selected Rural financial institution, ADB TA 4259, NEP

**Participation in Different Trainings & Seminars :**

- 12$^{th}$ Protection Re Seminar, Bahrain (8$^{th}$ – 12$^{th}$ February, 2026)
- Leadership Development Program, Held at Victoria University, Melbourne, Australia (1$^{st}$ – 5$^{th}$ December, 2025)
- Advanced Bank Management Training, Hosted by Colombo Plan Staff College(CPSC), Manila, Philippines (October 11$^{th}$-15$^{th}$, 2022)
- CBS T24 Negotiation Team Coordinator, Singapore 17$^{th}$ July -21$^{st}$ July 2019
- CICTAB Annual General Meeting, New Delhi India, 11st September 2019 to 13$^{th}$ September 2019
- The Best practices and Innovations of Microfinance Institutions, Hosted by APRACA Consultancy services, Indonesia (December 3$^{rd}$-8$^{th}$ ,2018)
- MDIS Effective Team Leadership in Singapore. (15$^{th}$-17$^{th}$ November, 2018)
- Exposure Visit Programme on Cooperative Business Model in Sri-Lanka. (07$^{th}$ Dec.2015-11$^{th}$ Dec. 2015)
- APPRACA/IFAD Exposure and observation visit of pilot testing program in Bangkok (2067-03-21 to 2067-03-25) Thailand.
- Planning & implementation of Agricultural Development Project, (Nov-3-14, 2005) ACTI & The center for International Co-operative Ministry of Foreign affair, Israel.
- Internal Audit Course (29 March 2005 to31 March 2005) ADB-TA 4259 NEP,

- Workshop on internal Auditors, (2060-10-13 to 2060-10-21) ADBN
- Internal Auditing (2003-05-29 to 2003-06-04) Management Association of Nepal
- Research Methodology & Report writing, (2006-09-12 to 2006-09-17) Banker's Training Center, Nepal Rastra Bank.
- Seminar on Good governance Senior Management & BOD of Commercial Banks ( 2 Aug 2010)NBTI.

## Computer Training :

- MS DOS & Banking System (2054-12-6 to 2055-03-11) Nepal Rastra Bank Thapathali,
- Training programme for Auditors on ADBN software package (25 Aug-28 Aug 2003), ADBN
- Fact Accounting for Window, The Himalayan Institute of Technology, Baneshwor, Kathmandu, (2060-3-22 - 2060-4-2)
- Basic Computer Training, (15th Feb 2005 to 20 May 2005), Unique Computer Institute, Kirtipur

## Training Experience :

- Trainer, Different Trainings as organized by ADBL,
- Trainer, Different Trainings as organized by Rastriya Banijya Bank
- Trainer, Different Trainings as organized by BTTI Baneshowr
- Trainer, Different Trainings as organized by Apex Institute Putalisadak
- Trainer, Different Trainings as organized by FROX Institute Putalisadak

## Training Award :

- Awarded As a Qualified Trainer Certificate, Asian Development Bank, TA-NEP, 12 March 2006.

I hereby declare that the details given above are correct and true.

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Signature

Date: 2083/07/13