

MILAN J.

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SUMMARY

Results-driven Project Coordinator and Licensed Life Insurance Consultant with proven experience across public health, development programs, insurance advisory, logistics, and administration. Strong background in multi-stakeholder coordination, operations optimization, research support, and people management. Known for structured execution, clear communication, and delivery under pressure across government, UN, and private-sector environments.

CORE COMPETENCIES

- Project & Program Coordination
- Insurance Advisory & Client Coordination
- Logistics & Operations Strategy
- Web Development & AI Operation
- CRM, CSR & Client Communication
- Strategic Planning & Team Management
- Research, Reporting & Documentation
- Digital Marketing
- Public Health & Development Projects
- SDGs & Community Development

WORK EXPERIENCE

- Life Insurance Agent at [Life Insurance Corporation \(Nepal\) Limited](#) from 28th August, 2022.
 - Advocated policy literacy and expanded customer portfolio in Bhaktapur region.
 - Promoted insurance awareness and policy literacy, helping individuals and families understand coverage options and financial protection strategies
 - Licensed agent advising clients on policies aligned with long-term financial goals..
 - Showcasing life insurance services, client information, and inquiry system.
Digital Presence: milanjoshi.info.np
insure@milanjoshi.info.np
- Project Coordinator at [BEMS Development Program](#) a Joint Venture of [Ministry of Health and Population \(MoHP\)](#) , [Nepal Health Research Council \(NHRC\)](#) , [Mission Oxygen Team \(MOT\)](#), [The Asia Foundation \(TAF\)](#), [Robotics Association of Nepal \(RAN\)](#), [Biotechnology Society of Nepal \(BSN\)](#), [United Nations Development Programme\(UNDP\)](#) from 20th December, 2022 to 20th December, 2023.
 - Coordinated a multi-stakeholder initiative to enhance biomedical equipment management system use in government hospitals of Nepal.
 - Coordinated the NGO renewal process, ensuring all required documents, applications, and compliance standards were submitted accurately and on time.
 - Led training programs, research studies.etc
 - Supported research studies, data collection, and dissemination of technical findings.
 - Maintained and updated the official BSN website, ensuring content accuracy, smooth navigation, and consistent branding.
 - Assisted in documentation, reporting, and monitoring of project milestones

- Project Coordinator Associate at [Mission Oxygen Team \(MOT\)](#) a Joint Venture of [Robotics Association of Nepal \(RAN\)](#) [Biotechnology Society of Nepal \(BSN\)](#), [United Nations Development Programme \(UNDP\)](#) from 30th May 2022 -20th August 2022.
 - Supported biomedical training events and reporting mechanisms.
 - Assisted in developing reporting systems and collecting field-level operational data
 - Bridged communication between local and national health authorities.etc
- Logistic Coordinator at [Daraz Kaymu Pvt. Ltd](#) Gathghar, Bhaktapur from 13th October 2020 to 20th November 2020.
 - Optimized delivery scheduling and warehouse logistics in Bhaktapur region.
 - Coordinated with warehouse teams to streamline order fulfillment and dispatch.
- Office Secretary at [Angel Engineering Consultancy Pvt Ltd](#), Naya Bato, Lalitpur from 20th April 2017 to 24th November 2017.
 - Managed administrative tasks and construction, project documentation.
 - Supported recruitment and hiring processes, assisting in candidate screening and coordination of interviews.
 - Coordinated with clients, vendors, and engineers to maintain workflow efficiency.
 - Assisted in maintaining operational efficiency by organizing records, schedules, and office correspondence.
- Business Owner and Sales Partner at A&D at Enterprises, Jorpati, Kathmandu from 2013 - 2015, [Authorised Distributors of [Himal Iron and Steel \(P\) Ltd](#) , [Jyoti Group of Industries](#)]
 - Led regional sales and business operations in Kathmandu Valley.
 - Oversaw and manage client relations ,operational coordination.procurement, inventory, billing, and distribution processes.

INTERNSHIP

- Banking Associate in Customer Service, Remittance (Clearing) and Credit Department at [Himalayan Bank Ltd](#), Pokhara from 9th February 2015 to 29th April 2015.
 - Supported customer service operations, guiding clients through banking procedures and resolving frontline queries.
 - Processed inward/outward remittance and clearing requests with accuracy and compliance to financial regulations.
 - Coordinated with multiple departments to streamline workflow and ensure timely service delivery.
 - Maintained customer records and transaction logs with confidentiality and attention to detail.
- Banking Associate in Customer service, Cash & transfers and Card Department at [Nepal Investment Bank Ltd](#). Chipledhunga, Pokhara from 22nd December 2013 to 21st March 2014.
 - Delivered customer support at the service desk, addressing account, card, and general banking inquiries.
 - Assisted cash department in deposits, withdrawals, and internal fund transfers while adhering to security protocols.
 - Supported card services by handling card issuance, activation requests, and basic troubleshooting.
 - Monitored transaction accuracy and maintained proper documentation for audit requirements.
- Front Office Associate at [Shangri-La Village Resort](#), Pokhara 14th September 2011 to 13th October 2011.
 - Handled reservations, guest requests, and room coordination with housekeeping and other departments.
 - Maintained guest records, billing details, and front-office logs with professionalism.
 - Resolved guest concerns promptly, ensuring a positive stay experience.

VOLUNTEERSHIP

- Program - Project Management Specialist in a five day training entitled Strengthening Health System through Trained Biomedical Engineers organised by Mission Oxygen Team (MOT), United Nation Development Program (UNDP) from 30th May 2022 to 3rd June 2022.
 - Trained biomedical engineers alongside UNDP and District Health Office.
 - A workshop report submitted to UNDP, 10th June, 2022.

[TECHNICAL REPORT ON "STRENGTHENING HEALTH SYSTEM THROUGH TRAINED BIOMEDICAL ENGINEERS](#)
- Disaster and Humanitarian Response Officer (DHRO) at [INF Nepal](#), Central Office during the Earthquake Response 1st Phase from 1st May 2015 to 31st May 2015.
 - Participated in emergency response operations following the Nepal earthquake.
 - Assisted in relief coordination, needs assessment, procurement, and logistics management.
 - Collaborated with local authorities and community mobilizers.

PROJECTS, PRESENTATION, RESEARCH, REPORT AND PUBLICATION

- [ASSESSMENT OF BIOMEDICAL EQUIPMENT IN GOVERNMENT HOSPITAL OF BAGMATI PROVINCE IN NEPAL](#)
The report findings of a joint study conducted by the Ministry of Health and Population (MoHP), Nepal Health Research Council (NHRC), Mission Oxygen Team (MOT) and supported by The Asia Foundation (TAF). The study aimed to assess biomedical equipment in government hospitals across Bagmati Province and address healthcare challenges exacerbated by the COVID-19 pandemic.

A research report submitted to Nepal Health Research Council (NHRC), Ministry of Health and Population (MoHP), Nepal Government, Ramshah Path, Kathmandu, Nepal, 16th Oct, 2023.

Also other contributors : Mr. Nabin Narayan Munankarmi, Mr. Pradip Gyanwali, Mr. Meghnath Dhimal, Er. Bikash Gurung.

- [BIOMEDICAL EQUIPMENT MANAGEMENT SYSTEM AND CAPACITY ENHANCEMENT](#)
The report represents the research on 'Capacity Assessment of Biomedical Equipment' in Government Designated Covid19 hospitals in Kathmandu Valley conducted by Biotechnology Society of Nepal (BSN), Robotics Association of Nepal (RAN) and Mission Oxygen Team (MOT).

A research report submitted to Nepal Health Research Council (NHRC), Ministry of Health and Population (MoHP), Nepal Government, Ramshah Path, Kathmandu, Nepal, 4th Feb, 2022.

Also other contributors : Mr. Nabin Narayan Munankarmi, Mr. Pradip Gyanwali, Mr. Meghnath Dhimal, Er. Bikash Gurung.

AWARDS, HONORS, LEADERSHIP, FELLOWSHIP, PROGRAMS & ACHIEVEMENTS

- NHAFFN_OMLAS Champions 2025
 - Recipient of the "Governor for the Future & Blueprint for a Better Tomorrow" fellowship badge on behalf of NELIS & the One Million Leader Program secretariats,
 - Participated in discussions and learning around leadership, future governance, innovation, and sustainable development at the 100 Country Summit held by [NELIS/One Million Leaders](#) Fellowship in October 2025.
 - Selected participant in a national leadership/training/advocacy initiative focused on public health, equity, and social transformation | [National Health Action Force Nepal \(NHAFFN\)](#) | 2025
- Recognized for a contribution as Assistant Project Coordinator in a five day training entitled " Strengthening health System through Trained Biomedical Engineers " organised by Mission Oxygen Team (MOT), United Nation Development Program (UNDP) , supported by [Grande International Hospital](#) organised from 1st August 2022 to 5th August 2022 at Grande International Hospital, Dhapasi, Kathmandu, Bagmati Province.
- Awarded for efforts as Assistant Program Coordinator in " Strengthening health System through Trained Biomedical Engineers " training organised by Mission Oxygen Team (MOT), United Nation Development Program (UNDP), supported by [Madhesh Institute of Health and Science \[MIHS\]](#) at Madhesh Institute of Health and Science [MIHS], COVID Hospital, Janakpur-14, Madhesh Province.

- Google Analytics Certification (GA4), Google Skillshop — Issued May 2026 (Valid until May 2027), (Certificate ID: 183316394)
- Core Humanitarian Certification Course — Cornerstone OnDemand Foundation, May 19, 2026
- “Entrepreneurship Training and Interaction Session” organized by Biotechnology Society of Nepal (BSN) at DAV College, Jawalakhel by Trainer Dr. Buddhi Ratna Khadge, Mr.Santosh Dahal, Mr. Nabin Chaulagain, 29th July, 2024
- The Fundamental of Digital Marketing Course from Google Digital Garage. (Certificate ID: UUM 675 GMW)
- The New Urban Agenda Crash Course: Dimensions of the New Urban Agenda and Means of Implementation of the New Urban Agenda (Part 1 & 2)
- In Career & Life Skill Training Session by StepUP Foundation Bangladesh.
- CONFERENCE, EVENTS & WEBINARS
 - “ Co-designing Urban Futures for Equitable Resilience ”
15 May,2026
[National Society for Earthquake Technology - Nepal \(NSET\)](#) | [Tomorrow's Cities](#)
Webinar
 - Global Encryption Day 2025 - Nepal
“ Democratize understanding of encryption ”
08th October,2025
Vinvanta Kathmandu, Lalitpur

“ Youth & Internet: Capacity Building on Cybersecurity and Digital Rights ”
31st October.2025
Shangrila Blu Hotel, Lalitpur
[Open Internet Nepal](#) | [Internet Society Nepal Chapter](#)
 - Global Youth Forum 2026
“Sustainable Development at the Frontiers of New Tech”
30st October 2025
[International Training Center](#)
Webinar
 - South Asian Drone Forum,Kathmandu Nepal 2025
“ Unleashing the Drone Potential in South Asia ”
09th - 11th April, 2025
[South Asian Drone Forum](#)
Hyatt Regency, Kathmandu, Nepal
 - International AI and Robotics Conference 2024
“ AI in the life of Nepalese Youth ”
27th , 28th October, 2024
[AI CONFERENCE NEPAL](#)
Hyatt Place, Kathmandu, Nepal
 - 3rd NRN GLOBAL KNOWLEDGE CONVENTION
“ Knowledge and Transformation: The Foundation of Prosperity. ”
17th , 18th October, 2023
Science, Technology, Innovation and Investment for Socio-Economic Development of Nepal
[NRN GLOBAL KNOWLEDGE CONVENTION](#)
Kathmandu, Nepal
 - Ms. Kanni Wignaraja,
UN Assistant Secretary-General,
UNDP Assistant Administrator & Regional Director for Asia and the Pacific
11th June, 2022
“ Dialogue on Youth Leadership “Kurakani with Kanni” (कान्नीसँग कु राकानी) “
[UNDP Nepal](#)

LICENCE AND CERTIFICATION

- Registered Life Insurance Agent. ; Licence No: 17/48743 issued by [Nepal Insurance Authority](#), Insurance Regulatory Body of Nepal in accordance with subsection (2) of section 91 of the Insurance Act 2079 and sub-rule (2) of rule 20 of the Insurance Regulations 2049 the insurer Life Insurance Corporation (Nepal) Ltd.

EDUCATION

- Bachelor in Business Studies, Marketing at , [Janapriya Multiple Campus](#) (TU), Pokhara. - 2015 AD
- 10+2, Hospitality Management from [Mount Annapurna H. S. School](#), Nadipur, Pokhara.- 2013 AD
- SLC from Little Step Boarding MA VI Bhimkali Pokhara- 2009 AD

SKILLS & INTEREST

- Technical Skills :
 - Computer/ Data & Logistics Management/ Project Management Skills :
Proficient in Logistics, Google Workspace, Microsoft 365 & Office Software packages (MS-Word, Excel, Power BI, Google Drive, Google Docs, Google Sheets ,Trello, Zoho cloud, click up etc.)
 - Financial Management : Knowledge of Banking Tools (Finacle and Pumori)
 - Digital & Web Skills :
Knowledge of Web Development, AI, Graphic Design, Social Media, SEO & Digital Marketing Tools (Wordpress, Canva, Framer, VS code, Github, HTML, CSS, Google Analytics, Screaming Frog SEO, Cloudflare .etc)
 - Language Proficiency : English, Nepali, Hindi
 - Driving licence : Class A / Clean
- Soft Skills :
 - Time Management, Active Learning, Compassion, Honesty, Coordination, Team work