

Name : Umesh Raj Giri

Permanent Address : Ghattekulo-32, Kathmandu, Nepal

Date of Birth : 24th April 1988

Father's Name : Ram Prasad Giri

Gender : Male

Marital Status : Married

Religion : Hindu

Languages : Nepali, English, Hindi

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➤ **OBJECTIVE:**

To secure a demanding leadership role within a progressive organization, where I can leverage my innovative problem-solving abilities and refined management expertise to optimize resource utilization and drive profitability. I aspire to contribute meaningfully to a dynamic professional environment, facilitating both company advancement and personal growth.

➤ **PROFILE:**

Energetic, hardworking and enthusiastic with a positive attitude towards responsibilities and a quick learner. Excellent team worker and able to take instructions from all levels and build up good working relationships with all colleagues.

➤ **STRENGTHS:**

Diligent, Ethical, Collaborative, Reliable & Committed

➤ PROFESSIONAL EXPERIENCE

❖ General Manager in One Cinemas New Baneshwor, Kathmandu, Nepal

August 2022- Currently Working

Key Responsibility

- **Supervise Daily Operations:** Oversee and orchestrate the day-to-day operations of the cinema, encompassing box office transactions, concessions management, and meticulous auditorium upkeep.
- **Financial Oversight:** Develop and administer budgets, meticulously monitor financial performance, and implement prudent cost-control measures to ensure sustained profitability while upholding service excellence.
- **Personnel Management:** Recruit, train, supervise, and evaluate staff performance, ensuring optimal scheduling and fostering ongoing professional development opportunities for all team members.
- **Customer Satisfaction Enhancement:** Implement robust feedback mechanisms, promptly address customer concerns, and cultivate a welcoming atmosphere to consistently elevate customer satisfaction levels.
- **Marketing and Promotion:** Devise and execute impactful marketing strategies, leveraging social media and various channels to amplify attendance and revenue generation.
- **Regulatory Compliance:** Ensure unwavering adherence to health, safety, and legal regulations, prioritizing regular maintenance and meticulous cleanliness throughout the cinema premises.
- **Strategic Leadership:** Contribute to long-term strategic planning, identify growth prospects, and spearhead initiatives to fortify the cinema's competitive standing within the market.

❖ Theater Manager in One Cinemas New Baneshwor, Kathmandu, Nepal

March 2019- July 2022

Key Responsibility

- **Orchestrate Daily Operations:** Oversee and coordinate all aspects of the theater's daily operations, ensuring seamless execution of performances and events.
- **Maintain Facility Excellence:** Uphold meticulous standards for cleanliness, maintenance, and safety throughout the theater, encompassing both public and backstage areas.
- **Optimize Financial Performance:** Develop and administer budgets, meticulously track revenue and expenses, implement cost-control measures, and provide comprehensive financial reports to senior management.

- **Cultivate High-Performing Teams:** Recruit, train, supervise, and evaluate staff, fostering a culture of excellence and ensuring adequate staffing for all functions.
- **Prioritize Patron Satisfaction:** Implement robust feedback mechanisms, promptly address customer concerns, and cultivate a welcoming environment to elevate the overall patron experience.
- **Amplify Marketing and Outreach:** Develop and execute strategic marketing campaigns, cultivate community partnerships, and leverage diverse channels to maximize visibility and attendance.
- **Ensure Regulatory Compliance and Risk Mitigation:** Uphold adherence to all relevant health, safety, and legal regulations, implement stringent safety protocols, and proactively identify and mitigate potential risks to the theater's operations and reputation.

❖ **Theater Manager in Big Movies Kamalpokhari, Kathmandu, Nepal**

February 2017-April 2019

Key Responsibility

- **Operational Management:** Oversee daily operations, ensuring smooth execution of performances and efficient management of all aspects of the theater.
- **Facility Maintenance:** Ensure a pristine and secure environment for both patrons and staff, with well-maintained facilities and functional technical equipment.
- **Financial Stewardship:** Develop and manage budgets, monitor financial performance, and implement cost-control measures to maintain financial health and profitability.
- **Staff Leadership:** Recruit, train, supervise, and evaluate staff, fostering a high-performance team and ensuring adequate coverage for all events.
- **Customer Experience Enhancement:** Prioritize customer satisfaction through prompt issue resolution, feedback mechanisms, and cultivating a welcoming atmosphere.
- **Marketing and Community Engagement:** Implement marketing strategies, build community partnerships, and leverage diverse channels to promote shows and events.
- **Risk Mitigation and Compliance:** Ensure adherence to health, safety, and legal regulations, implement safety procedures, and proactively identify and mitigate potential risks.

❖ **Assistant Manager-Operation in Big Movies Kamalpokhari, Kathmandu, Nepal**

1st January 2015- January 2017

Key Responsibility

- **Operational Oversight:** Assist in overseeing daily operations, coordinating interdepartmental activities, and addressing operational issues to ensure seamless and efficient workflows.
- **Staff Management:** Supervise staff performance, facilitate training and onboarding, optimize scheduling, and ensure adherence to standard operating procedures.

- **Customer Service Excellence:** Address customer inquiries and concerns promptly, uphold exceptional service standards, and leverage customer feedback for continuous improvement.
- **Financial Administration:** Aid in budget management, expense monitoring, financial reporting, cost-saving initiatives, and inventory control to maintain fiscal responsibility.
- **Regulatory Compliance:** Ensure adherence to all legal regulations and company policies, contribute to the development and implementation of new procedures, and uphold rigorous quality standards.
- **Performance Reporting and Enhancement:** Prepare comprehensive operational reports, maintain meticulous records, and contribute to strategic planning and goal setting to drive continuous improvement.
- **Community Engagement and Support:** Foster community relationships, facilitate effective communication with stakeholders, and actively support events and projects to advance organizational objectives.

➤ **TRAINING:**

➤ **Barco Projector.**

- Understanding the technical specifications and features of Barco projector models
- Proficiently navigating the user interface and control systems to optimize projector performance.
- Troubleshooting common issues and implementing effective solutions to ensure seamless operation.
- Employing best practices for projector maintenance, calibration, and routine servicing to uphold optimal functionality

➤ **Professional Affiliations**

- Member, Nepal Motion Films Association

➤ **EDUCATIONAL QUALIFICATIONS:**

Degree	Examination Institution	Affiliated Country	Year
Diploma	Diploma in Hospitality and Tourism Management Queens field	Singapore	2007
Higher Secondary Education Board	Higher Secondary Education Himalayan White House Int'l College	Nepal	2006
SLC Board	School Leaving Certificate Little Angels' School	Nepal	2004

➤ **INTEREST AND HOBBIES:**

I am a family man; I prioritize spending quality moments with my family. Additionally, I am an avid film enthusiast, appreciating diverse cinematic offerings across various languages and genres. To maintain mental acuity, I engage in recreational activities such as snooker and cricket.

➤ **DECLARATION:**

I hereby declare that the aforementioned particulars are true and accurate to the best of my knowledge and belief. Should any information provided herein be found false or misleading, I acknowledge that my candidacy shall be subject to immediate cancellation.

➤ **REFERENCES**

Prajjwal SJB Rana
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