

SANGITA THAPA

International Recruitment & HR Operations Manager

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PROFESSIONAL SUMMARY

"I connect businesses with qualified international candidates and manage end-to-end recruitment across multiple countries." Whether coordinating field teams for a national census, running international recruitment for 50+ client companies, or supporting cross-border hiring in Japan, the throughline has always been connecting people and processes so things actually get done. Experienced in full-cycle international hiring, compliance, candidate relocation, and HR operations across Nepal, Japan, GCC, and Europe.

CORE SKILLS & EXPERTISE

International Recruitment • Cross-Border Hiring • End-to-End Talent Acquisition • Candidate Sourcing & Screening • HR Operations & Administration • Compliance & Documentation • Client Relationship Management • Business Development • Onboarding & Relocation Support • Candidate Pipeline Tracking • Applicant Tracking Systems (ATS) • Generative AI & Productivity Tools • AI-Driven Growth Marketing • Bilingual Communication (English / Nepali) • Microsoft Office & Google Workspace

PROFESSIONAL EXPERIENCE

International Recruitment Coordinator March 2026 – August 2026
Gritman Co., Ltd. Yokkaichi, Japan

- Secured new job orders from Japanese companies and coordinated end-to-end talent sourcing, screening, and placement for Nepali candidates.
- Delivered bilingual English–Nepali translation, managed candidate pipeline reporting, and provided post-arrival support to maximize retention.

International Recruitment & HR Operations Manager June 2022 – March 2026
Aakriti Recruiting Pvt. Ltd. Sinamangal-Kathmandu, Nepal

- Directed end-to-end recruitment and visa compliance for 150+ outbound candidates placed annually across 7 countries in the GCC, Southeast Asia, and Europe.
- Built and managed client relationships with 50+ corporate partners while leading office administration and service delivery for a 10-member team.

Supervisor, National Agriculture Census 2078 April 2022 – June 2022
Central Department of Statistics and Information Palpa, Nepal

- Supervised a 4-person field enumeration team across Palpa district to achieve on-time survey completion within a fixed 3-month timeline.
- Trained enumerators on strict protocol standards and conducted systematic data quality checks to eliminate reporting errors prior to submission.

Field Supervisor, SUA AHARA Project (USAID-funded) January 2020 – December 2020
Backwardness Eradication Society (BES Nepal) Palpa District, Nepal

- Oversaw district-wide field rollout of a USAID-funded community health initiative, supervising 4 field staff and ensuring strict donor compliance.
- Built cooperative relationships with local civic and community leaders, producing field data summaries and reports for donor impact reviews.

EDUCATION

Master's Degree, English Literature 2024 – Present
Madan Bhandari Memorial College (Tribhuvan University) — Kathmandu, Nepal

Bachelor of Public Health (BPH) 2015 – 2019
Sanjeevani College of Medical Sciences (Purwanchal University) — Butwal, Nepal

Junior Diploma, Music (Vocal) June 2022 – June 2024
Kalanidhi Indira Sangeet Mahavidyalaya — Kathmandu, Nepal

CERTIFICATIONS & CREDENTIALS

- EF SET English Certificate 73/100 (C2 Proficient) (EF Standard English Test)
- Certificate of Completion — Human Resource Management (Professional HR Institute)
- Product-Led Fundamentals Certificate (ProductLed)
- AI Fluency Framework & Foundations Certificate of Completion (AI Fluency)
- AI-Powered Performance Ads Certification (Google)
- Content Marketing Certification (HubSpot Academy)

LANGUAGES

Nepali: Native Speaker | English: Professional Working (C2 Proficient — 73/100 EF SET) | Japanese: Elementary / Cross-Border Workplace | Hindi: Conversational Level