Cooperative Education Report

Co-op Experience at NAS-IT: Synergizing IT Potential with Managerial Acumen

Written by

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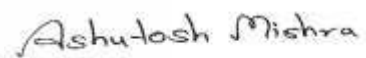
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Abstract

This internship report summarized my 16 weeks internship as an assistant secretary at Nepal Association for Software and IT Services Companies (NAS-IT) which is a non- profit organization empowering Nepal's software and IT industry. The main objective of this report is to illustrate the application of theoretical knowledge acquired in academic settings within a real-world professional environment. It serves as a testament to the significance of bridging the gap between classroom learning and workplace practices. The key objectives of this report are twofold: (1) To apply theoretical concepts in a professional setting, and (2) To gain insights into the operational dynamics of the tech industry through a managerial lens. The report delves into the diverse tasks and responsibilities undertaken during the internship period, shedding light on the encountered challenges and the strategic solutions devised to overcome them. It emphasizes the invaluable contribution of classroom learning in navigating the intricacies of the professional realm.

Keywords: theoretical application, managerial insights, tech industry, challenges and solutions

Acknowledgement

It has been a privilege to serve as an assistant secretary of Nepal Association for Software and IT Services Companies (NAS-IT), and I am grateful to Siam University and Kathmandu College of Management (KCM) for providing the opportunity of conducting our Co-op studies.

I would like to express my sincere gratitude to Mr. Ashutosh Mishra, my Co-op supervisor, for his continuous support, guidance, and valuable feedback throughout my internship. His mentorship has been instrumental in my professional development, and I am truly thankful for his dedication. I would like to express my heartfelt appreciation to Ms. Riya Shrestha, Job supervisor, for consistently encouraging me to explore my potential and ensuring that I acquire valuable skills throughout the journey.

I want to acknowledge and express my gratitude towards all the board members of NAS-IT for kindly sharing their technical expertise and managerial knowledge gained through their vast experience. Their insights have been incredibly valuable in shaping my understanding of the industry.

Lastly, I would like to extend a special thanks to the entire NAS-IT community, including members, partners, and other stakeholders, for constantly encouraging me and providing unwavering support. Thank you for the enriching experience!

Sincerely

………………….
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List of Abbreviations

NAS-IT: Nepal Association for Software and IT Services Companies

USAID T&C: United States Agency for International Development Trade & Competitiveness

WBG: World Bank Group

NASSCOM: The National Association of Software and Service

Companies

BASIS: Bangladesh Association of Software & Information Services

APICTA: Asia Pacific ICT Alliance

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Chapter 1: Introduction

Company Profile

 Nepal Association for Software and IT Services Companies (NAS-IT) is a non-profit organization dedicated to fostering innovation, entrepreneurship, and professionalism in the Nepalese software and IT services industry. The organization strives to create an environment that promotes industry growth and development by advocating for favorable policies and regulations, encouraging collaboration and knowledge-sharing among industry players, and providing training and capacity-building programs to enhance the skills of industry professionals. (Nepal Association For Software and IT Services Companies, 2024)

1.1. Mission of the Company

NAS-IT's mission is to drive Nepal's IT sector by fostering innovation, entrepreneurship, collaboration and creating opportunities for members to succeed in a global marketplace.

1.2. Vision of the Company

NAS-IT aspires to elevate Nepal as a global tech hub by encouraging innovation, driving technological excellence, and leading transformational change.

1.3. Objectives of the Company

- Advocacy and Policy: Engaging in advocacy and policy work by promoting member's interests, advocating for supportive policies and regulations, and collaborating with government and other stakeholders to create a more favorable business environment that promotes industry innovation and growth.
- Innovation and Entrepreneurship: Supporting startups and entrepreneurs, facilitating networking and collaboration, providing education and training, advocating for supportive policies, facilitating technology transfer, providing guidance on intellectual property protection, and assisting with commercialization efforts.

- Domestic Market Development: Promoting local businesses, raising awareness of Made-in-Nepal products and services, assisting with the implementation of the Digital Nepal Framework, and creating a secure and thriving digital environment in Nepal.

- International Market Development: Promoting the export of products and services to new markets, conducting research and analysis, providing export education and resources, organizing and participating in trade shows, developing partnerships, advocating for supportive policies and regulations, and addressing barriers to entry and competition in foreign markets.

- Workforce Development: Providing education, training, and certification programs, promoting diversity and inclusion, developing apprenticeship and internship opportunities, conducting workforce research and analysis, engaging with employers and academia, advocating for supportive policies and regulations, and forming partnerships and collaborations to achieve common goals.

- Collaboration and partnership: Developing strategic alliances and partnerships with industry stakeholders, government bodies, and international organizations to promote knowledge exchange, facilitate technological advancements, and drive collaborative initiatives that contribute to the overall growth and sustainability of Nepal's IT industry.

2. Organizational Structure

2.1. Board Structure
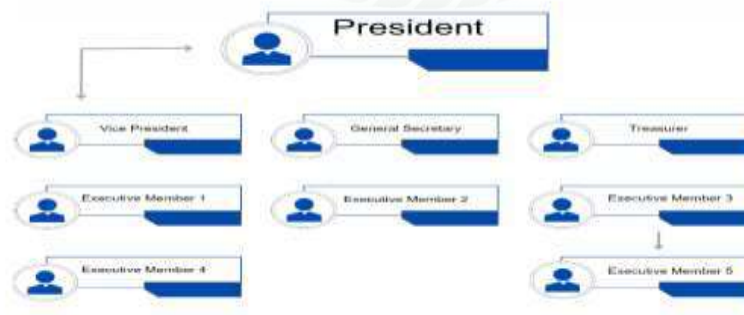
Figure 1:Board structure of NAS-IT

The board consists of nine executive members: President, Vice-President, General Secretary, Treasurer, and five Executive Members. The Annual General Meeting (AGM) elects nine executive members, and the executive board elects the President, Vice-President, General Secretary, and Treasurer from among themselves. Each board term shall be three years, with the president rotating every year. The vice president will supersede the president next year. In order to ensure the continuity of the previous term agenda, 4 members from the board shall continue the next term.

Figure 2:Executive board of NAS-IT

The current board was formed through a democratic election conducted on Jan 18, 2023, where 16 company representatives expressed their candidacy.

2.2 Members

NAS-IT currently has 52 members, with 19.23% representing startups. These member companies have served numerous Fortune 500 organizations, including Google, Microsoft, and Amazon. They meet the needs of consumers from all over the world, including the United States, Europe, Australia, and Japan. The digital industry in

Nepal is not only expanding, but it is also providing opportunities for Nepali talent to work on initiatives that are changing the world.

Figure 3: Members of NAS-IT

NAS-IT is dedicated to enhancing our community by achieving the goal of 100 members by the year's end. Through expanding its network and fostering a diverse membership base, NAS-IT endeavors to facilitate knowledge exchange, foster collective advancement, and promote collaboration within the industry.

2.3 Working committee

The organization has established six specialized working committees to enhance efficiency, inclusivity, and communication within the executive team. These committees, overseen by board members and comprising NAS-IT members, aim to streamline decision-making and improve outcomes. They focus on various aspects such as operations management, workforce readiness, collaboration and affiliations, branding and marketing, member engagement, and government engagement.

- Operations Management: This committee handles tasks like enrolling new members, managing the organization's website, overseeing agency relations for marketing, branding, and website development, as well as maintaining financial records and processing payments.
- Workforce Readiness: This committee focuses on preparing IT graduates for the industry through initiatives like mentoring final year projects, providing career counseling, teaching coding to students, and collaborating with educational institutions to design industry-relevant courses.
- Collaboration and Affiliations: Responsible for forging strategic partnerships with industry associations, seeking revenue growth tie-ups with external organizations, facilitating knowledge transfer, and fostering collaborations with national associations and embassies to promote Nepal as a tech hub.
- Branding & Marketing: Tasks include creating merchandise for members, managing social media content, organizing events to attract college students to the IT industry, and handling press releases and media opportunities.
- Member Engagement: This committee encourages active participation among members, maintains a membership directory, organizes learning series and informal engagements to foster connections among members.
- Government Engagement: Focuses on staying updated on policy changes affecting the IT industry, gathering feedback from member companies on beneficial policies, lobbying for favorable policy changes, and maintaining relationships with government entities.

By assigning tasks to specialized committees, the organization aims to improve its operational efficiency, elevate member satisfaction, and advocate for beneficial policies.

2.4 My job position

As Assistant Secretary of NAS-IT, I support the Secretary and President in administrative tasks, including managing communications, organizing meetings, and maintaining records. I assist in preparing meeting minutes, coordinating follow-ups, and contribute to event planning and communication efforts. My role ensures smooth operations and effective communication within the organization, contributing to its overall efficiency and success.

3. Motivation behind joining the company

The growing IT industry in Nepal presents an exciting landscape ripe with opportunities for growth and innovation. With a significant presence of over 25,000 IT companies, 800 tech startups, and 500 offshore development firms, coupled with a burgeoning ICT market estimated at USD 600 million and a notable GDP contribution of 2.3%, Nepal is well-positioned to establish itself as a global "tech hub." Recognizing the potential of IT Enabled Services (ITES) and Business Process Outsourcing (BPO), the government of Nepal has identified them as priority export services, emphasizing the sector's strategic importance.

Joining NAS-IT presents an unparalleled opportunity to immerse myself in the vibrant and rapidly evolving IT industry while making meaningful contributions to its progress. Within NAS-IT, I am privileged to collaborate closely with pioneers of the industry, individuals whose expertise and influence are widely acknowledged within the Nepalese business community.

At NAS-IT, I could not only utilize my existing skills but also stretch myself by taking on diverse roles and responsibilities. The opportunity to immerse myself in various facets of the company's operations was particularly enticing. I saw it as a chance to broaden my horizons, deepen my understanding of corporate dynamics, and ultimately, enhance my professional capabilities.

In essence, joining NAS-IT represented the perfect convergence of the opportunity to widen my network, allowing me a platform to grow, learn, and contribute meaningfully to the company's success.

4. SWOT Analysis

Strengths

- NAS-IT boasts experienced and knowledgeable leadership, comprising individuals with diverse skills and expertise, driving the organization towards success.
- The organization enjoys a robust and growing membership base, indicative of its credibility and influence within the industry.

- NAS-IT has established strong relationships with government agencies, stakeholders, and industry partners, fostering collaboration and support for its initiatives.
- Strategic partnerships with various organizations and institutions augment NAS-IT's capabilities, enabling it to pursue its objectives effectively.

Weaknesses
- Limited resources and funding pose a challenge to NAS-IT, potentially hindering its ability to undertake ambitious projects and initiatives.
- The organization faces a lack of presence in key locations or cities, which could limit its visibility and engagement with stakeholders and potential members.

Opportunities
- The increasing demand for digital transformation and innovation presents a significant opportunity for NAS-IT to play a pivotal role in driving technological advancement within Nepal's IT sector.
- The inclusion of the IT sector as one of the priority sectors by the government opens doors for potential increases in government support and funding, providing NAS-IT with resources to further its objectives.

Threats

- Potential financial constraints may arise in the absence of membership renewals by member companies, impacting NAS-IT's operational capacity and ability to sustain its initiatives.
- There is a risk of the organization being swayed by political influence, which could undermine its autonomy and hinder its ability to effectively advocate for the interests of its members and the industry as a whole.

5. Objective of Co-op studies

Embarking on my journey with NAS-IT has been an illuminating experience, offering me a glimpse into the multifaceted reality of the professional world. This exploration has not only broadened my horizons but has also provided me with a tangible understanding of the real world.

Simultaneously, as I pen down this report, I find myself engaging in profound self-reflection, thinking a lot about how I've grown during my internship. This has helped me identify my strengths, weaknesses, and areas ripe for improvement, thereby enriching my professional journey with invaluable insights and shaping my path forward with newfound clarity and purpose.

This report aims to highlight how important it is to connect what we learn in school with what we do in the real world. Internships and work experiences help us do just that by putting theories into practice. The Co-op study was a great opportunity to put theory into practice and learn about the tech industry in Nepal. It also helped me improve my managerial skills and build a strong professional network.

Chapter 2: Co-op study Activities

1. Job Description

- Managing emails, scheduling meetings, and organizing documents
- Preparing agendas, taking minutes, and maintaining meeting records
- Following up on action items from meetings for timely completion
- Conducting research, gathering data, and preparing reports and presentations
- Organizing events, workshops, and conferences, including logistics and participant coordination
- Updating the NAS-IT database and member records
- Drafting and proofreading correspondence, newsletters, and social media captions
- Coordinating with team members for effective communication and coordination
- Handling general inquiries and providing information to members and stakeholders
- Assisting with special projects and initiatives assigned by the Secretary

2. Job Responsibilities

- Event Management Support: Support in organizing and carrying out a variety of events, such as networking sessions, workshops, and seminars. Collaborate with board members and stakeholders to guarantee seamless event logistics. Pay attention to detail and contribute to effective planning to ensure events receive appreciation and encouragement from everyone.
- Sponsorship Acquisition: Take initiative in identifying potential sponsors for NAS-IT events and initiatives. Develop strategies for approaching sponsors and securing partnerships. Conduct cold

calls and email outreach to pitch sponsorship opportunities and negotiate terms to benefit the association.

- International Event Organization: Assist in the organization of international events, including coordinating with relevant teams and board members. Take charge of building a dedicated team to fulfill all requirements for the event, such as venue booking, travel arrangements, guest invitations, registration and logistics management. Ensure seamless execution of international events to enhance NAS-IT's global presence and collaboration opportunities.

- Communication and Collaboration: Maintain regular communication with NAS-IT members, partners, and relevant organizations. Proactively initiate discussions to explore opportunities for conducting training sessions and experience-sharing forums aimed at fostering industry growth and innovation. Effectively connecting with potential speakers and moderators, ensuring their participation aligns with the event's objectives and themes.

- Meeting Participation: Actively participate in strategic meetings, providing inputs. Represent NAS-IT at external meetings, conferences, and seminars, advocating for the interests and needs of the IT industry.

- Marketing and Promotional Activities Support: Contribute to marketing content by creating engaging content and captions for brand building on social media platforms. Collaborate with the marketing team to brainstorm innovative strategies aimed at broadening NAS-IT's audience reach and resonance with the public.

- Operational and Administrative Support: Provide assistance in operational and administrative tasks, including managing communication channels, logistics for events and meetings, and maintaining documentation. Ensure smooth functioning of day-to-day operations to support the overall goals of NAS-IT.

3. Activities in coordinating with co-workers

At NAS-IT, it's like being part of a close-knit crew where everyone's role is crucial. I'm one of the two employees here and the other one is my supervisor. My role involves close collaboration with both my supervisor and the board members who generously volunteer their services to the organization. In our team, making sure we're all on the same page is crucial. That's why we put a lot of effort into coordinating our efforts. Whether it's brainstorming new ideas,

planning events, or updating each other on progress, we're in constant communication to keep things moving forward.

At the start of my tenure, my supervisor provided a thorough introduction to the tasks and expectations I would be handling during my time at NAS-IT. This initial briefing helped me gain a clear understanding of my responsibilities and the overall goals of the organization.

As part of our regular workflow, my supervisor and I participate in weekly virtual meetings with the board members. Held every Thursday from 8:30 to 9:30 AM NPT, these sessions serve as crucial touchpoints for strategizing ongoing projects, planning upcoming events, and sharing progress updates. It's where ideas bounce around, plans take shape, and everyone's on the same page. This collaborative approach ensures that everyone remains informed and engaged in our collective efforts.

Once a month, we get together in person bringing together all the board members and us secretariat team. When we meet in person, it's a chance to really dive into our plans and talk about what's working and what could be better. These meetings make our teamwork even stronger and help us talk openly with each other.

To further support our coordination efforts, I schedule one-on-one meetings with my supervisor to discuss specific tasks and seek guidance on supporting the board members effectively. Additionally, me and my supervisor schedule committee meetings every so often to address their committee-specific needs and challenges. These interactions enable us to address issues promptly and ensure smooth coordination across all aspects of our work.

Overall, through a combination of virtual and in-person meetings, along with personalized support from my supervisor, we strive to maintain effective collaboration within our dedicated team at NAS-IT.

4. Contribution as a Co-op student in the company

During my tenure as a Co-op student at NAS-IT, I had the opportunity to engage in a diverse array of tasks and projects across various domains within the organization. Through these experiences, I not only deepened my understanding of the tech industry but also honed essential skills in project management, communication, and teamwork.

1. Website Management and Content Creation: When I started at NAS-IT on the 7th of January 2024, our website was still in the making. As part of my responsibilities, I attended meetings with the development team and helped to spot and fix errors, guiding them on the layout required for our website and supporting changes at the backend through the admin panel. As the site took shape, I took charge of adding content like member profiles and event updates. I made sure everything ran smoothly so that users could easily access the site without any issues.

   Working on the website gave me a solid understanding of how to manage online content and handle technical problems. Furthermore, I delved into the realm of digital marketing by creating engaging content for NAS-IT's social media handles, crafting captivating posters, and captions. I gained practical experience in website management and content creation, while also developing an understanding of digital marketing principles.

2. Administrative Support and Documentation: I provided administrative support by preparing meeting agendas, drafting minutes, and managing financial documents such as memos and receipts. These tasks enhanced my attention to detail and organizational abilities, while also providing valuable insights into administrative processes within the organization.

   Additionally, I gained experience in handling international transactions, as I went to banks to transfer money for events such as those related to London Tech Week payment. London Tech week is a premier event dedicated to showcasing the latest advancements in technology and innovation, and it presents a fantastic opportunity for our member companies to gain exposure, network with industry leaders, and explore potential collaborations. 14 NAS-IT member companies are participating in this exhibition.

3. Event Management and Coordination: NAS-IT, in collaboration with Sri Lanka Association of Software and Service Companies (SLASSCOM) and The World Bank Group (WBG), organized a dynamic event, focused on Talent Development: Building the Future Workforce and Investment & Export Generation, bringing together a diverse range of stakeholders, including NAS-IT members, Academia, SLASSCOM representatives, Government agencies, Industry associations, Development agencies, and Think tanks on February 23,2024. As the organizer of the event, I helped my supervisor in various roles such as preparing the invitation list of attendees, sending out invitations, ordering token of love and in post event activities.

The third and fourth series of diaspora knowledge-sharing sessions were conducted on March 6 and March 28, 2024, respectively. The program is aimed to foster collaboration and knowledge exchange within the members, Nepalese IT Companies and diaspora community. I took the lead in inviting the member companies and other relevant stakeholders to the event, confirming their participation, and managing logistics.

NAS-IT Pre-Budget Policy Dialogue 2024 was conducted on 2nd April, bringing together industry leaders to discuss and prioritize policy changes, evaluate advocacy efforts, and develop a unified strategy. The collaborative session aimed to empower industry stakeholders to shape the upcoming budget announcement by aligning priorities, exchanging insights, and advocating for policies that drive growth and innovation. I was involved in finalizing the venue, extending the invitation, circulating registration forms, and managing the flow of the event.

The APICTA (Asia Pacific ICT Alliance) Quarterly Meet hosted by NAS-IT in Nepal was a groundbreaking event, uniting delegates from 17 countries to drive innovation in the tech industry. I had the invaluable opportunity to contribute to the organization and execution of the APICTA Quarterly Meet in Aloft Kathmandu, Thamel, Nepal on 19- 21 April 2024. My role was multifaceted, encompassing research on preference of delegates, coordination, event planning, and communication with stakeholders. I had the opportunity to build connections with delegates from 17 countries, fostering collaboration and exchange of ideas. I worked closely with the organizing team to ensure seamless execution, overcoming challenges with adaptability and problem-solving skills. The event showcased Nepal's burgeoning tech landscape, highlighted by a panel discussion

on startup ecosystems and Asia Pacific expansion, bringing together global tech leaders across the Asia Pacific region, alongside government officials, development agencies, private sector representatives, and academia. My involvement not only contributed to the event's success but also provided invaluable learning experiences in leadership and project management. It not only provided me with a platform to apply theoretical knowledge in a real-world setting but also instilled in me a profound sense of responsibility and accomplishment.

4. Communication and Stakeholder Engagement: I played an active role in working with external partners, sponsors, press, attendees, vendors for various events and initiatives. This included drafting communication materials such as press releases, invitation letters, and thank-you notes. Additionally, I facilitated communication within the organization by preparing email drafts, coordinating meetings, and managing WhatsApp groups to keep members updated on meetings with stakeholders, news, and events hosted by our member companies. These experiences enhanced my ability to effectively communicate with diverse stakeholders and strengthened my professional networking skills.

5. Professional Development and Learning: Throughout my internship at NAS-IT, I actively sought opportunities for learning and professional development. I attended meetings and sessions to expand my knowledge of the tech industry and enhance my skill set. I also actively sought feedback from supervisors and board members to continuously improve my performance and contribute effectively to the organization's goals.

NAS-IT provided me with a valuable opportunity to apply theoretical knowledge in a real-world professional setting. Through my contributions to various events and tasks, I developed essential skills, expanded my network, and gained insights into the dynamics of the tech industry in Nepal.

Chapter 3: Learning Process

1. Problem identified

Balancing multiple responsibilities as an Assistant Secretary brought both excitement and complexity. Collaboration with the secretary and all board members across diverse departments was enriching. However, I encountered occasional conflicts in task assignments, making prioritization a puzzle at times. Additionally, a communication gap occasionally left me seeking clarity on whom to approach for certain queries or concerns.

Another aspect that emerged as an area for improvement was aligning each activity with NAS-IT's goals and guidelines. Each activity necessitated approvals from multiple board members, yet their busy schedules often meant delays in responses. This occasionally slowed down task completion, highlighting the need for smoother coordination.

2. Solution implemented

To address the challenges faced, I ensured that every task I undertook was communicated to my supervisor. Whenever I encountered confusion about a task, I promptly sought clarification from her about whom to approach. These actions helped streamline communication and ensure clarity in task assignments, leading to smoother coordination and more efficient task completion. For task prioritization, I started developing a structured framework based on their urgency and importance.

I've adjusted my approach to fit the board members' schedules by timing when I send my work for review, usually in the evening to allow for overnight review. I give them 1-2 days to go through it. Then, with their approval, I start on it the next morning. Using Google Calendar, I set up invites and reminders to stay organized. Additionally, if there's something urgent, I make sure to follow up with a quick call.

3. Recommendation to the company

- Embracing Technology Solutions: Leveraging technology solutions, such as modern communication tools to enhance collaboration and transparency within NAS-IT. Implementing project management platforms or collaboration software can streamline administrative processes, improve efficiency, track project progress and enhance overall organizational effectiveness.

- Consistent feedback: Implement a system for consistent feedback to encourage input from board members and stakeholders. This can be done by conducting surveys or having one-on-one conversations regularly. This approach will motivate board members to improve their performance.

- Promote Team Bonding Activities: Organize informal gatherings and team-building activities to strengthen relationships among NAS-IT board and team members. Creating opportunities for social interaction outside of work responsibilities can improve communication, collaboration, and morale within the team.

- Invest in Training and Workshops: Prioritize professional development by offering training sessions and workshops tailored to the specific needs and goals of NAS-IT. Collaborate with established IT associations like NASSCOM, P@SHA, or BASIS to access industry expertise, best practices, and insights on effective operations and brand building. This investment in learning and networking will empower NAS-IT team members to stay updated on industry trends and enhance their skills, ultimately contributing to the organization's growth and success.

4. Learnings from Co-op studies

- Leadership Skills: Through my role at NAS-IT, I had the opportunity to take on leadership responsibilities, such as coordinating and managing events. This experience allowed me to develop leadership qualities like decision-making and delegations.

- Personal Growth: I learned to take responsibility for my actions, work hard, and handle tough situations. I'm getting more confident and independent.

- Professional Development: My communication, teamwork, and problem-solving skills improved a lot. I can stay cool under pressure and manage my time and tasks better now.

- Networking Abilities: Working closely with board members, stakeholders, and industry professionals provided me with ample opportunities to expand my professional network.

Engaging in networking events and meetings helped me cultivate valuable connections within the tech industry, which could be beneficial for future career endeavors.

- Understanding the Industry: Being part of NAS-IT showed me how exciting and fast-moving the IT world in Nepal can be. I learned a lot about what's happening in the industry and the challenges it faces.

5. Application of coursework into corporate life

The courses I took in college have been incredibly useful in my job at NAS-IT. For instance, the "Taxation" course helped me understand things like the difference between PAN and VAT bills and how much TDS to deduct. It's like knowing when to deduct 1.5% from a VAT bill and when it's 15% from a non-VAT bill when we pay service-based vendors.

Additionally, knowledge acquired from courses such as "Principles of Marketing" has been instrumental in devising digital marketing strategies. This has directly enhanced my contributions to content creation and digital marketing initiatives within the organization.

Furthermore, courses like "Digital Literacy" and "Fintech" have equipped me with the technical proficiency necessary for tasks such as document formatting and effective utilization of Microsoft tools. Similarly, "Design Thinking for Creating Innovation and Startup" has not only sharpened my problem-solving abilities but also fostered collaboration skills.

Courses like "Business Law" have provided crucial insights that I've leveraged while working on policy and advocacy objectives at NAS-IT, while "Managerial Accounting" has facilitated strategic planning, budgeting, and decision-making processes for events.

Furthermore, soft skills cultivated through courses like "Human Relations and Personality Development" and "English for Daily Life" have empowered me to effectively communicate and present myself across diverse audiences.

Chapter 4: Conclusion

1. Summary of highlight of Co-op studies

This report aims to showcase my four-month experience within the company, reflecting on my understanding and assessment of the organization's operations and my contributions thus far. The nine board members and my supervisor have been invaluable mentors, guiding and supporting me along the way. Their insights into corporate strategies have empowered me to step out of my comfort zone.

One significant highlight of my experience during the program was organizing of the grant APICTA exco Meeting in Nepal. From choosing the perfect venue to coordinating with vendors, from selecting gift goodies to crafting the menu selection, and from compiling the guest list to diligently following up until the day before the event, every aspect of the process was exhilarating. Collaborating with the organizing team to put together this grand event, welcoming delegates from 17 countries across the Asia Pacific region, was truly remarkable. Handling everything from budgeting to securing sponsorships throughout the event was a testament to my growth and learning. Reflecting on this experience, I am reminded of the vast knowledge I have acquired and the endless opportunities for further growth, igniting my passion for event management even more.

2. Evaluation of my work experience

My professional experience has taught me that there is still so much to learn and experience. NAS-IT provided me with the opportunity to apply the concepts from various subjects in a practical setting. Throughout the process, I received guidance from my supervisor and board members whenever I encountered any confusion with the concepts. This experience has allowed me to grow and develop within the workspace, and I'm truly thankful for the opportunity to work here. I have gained a range of knowledge and skills that will undoubtedly shape my path ahead.

Furthermore, my experience at NAS-IT developed key skills such as problem solving, time management, and adaptability. Balancing different responsibilities has taught me how to face challenges with patience and persistence in difficult situations. The best part of my

experience here has been the helpful people I've met. The advice and support from my supervisor and board members have really helped me grow and learn within the organization.

3. Limitation of the course

- The co-op studies lacked initial guidance on aligning job pursuits with our career goals. Such guidance sessions would have greatly enhanced our understanding of potential work opportunities and enabled us to maximize the internship experience.
- The report relies solely on my personal work experience, which might not be universally relevant to everyone.
- The short duration of the study limited the benefits and learnings of the work experience that could be explored.

4. Recommendations for the company

- Regular Feedback Sessions: Establish regular feedback sessions to recognize achievements, address concerns, and provide constructive feedback. This promotes transparency and helps employees and board members feel valued and motivated.
- Professional Development Opportunities: Offer training programs, workshops, and mentorship opportunities to enhance employee skills and knowledge.
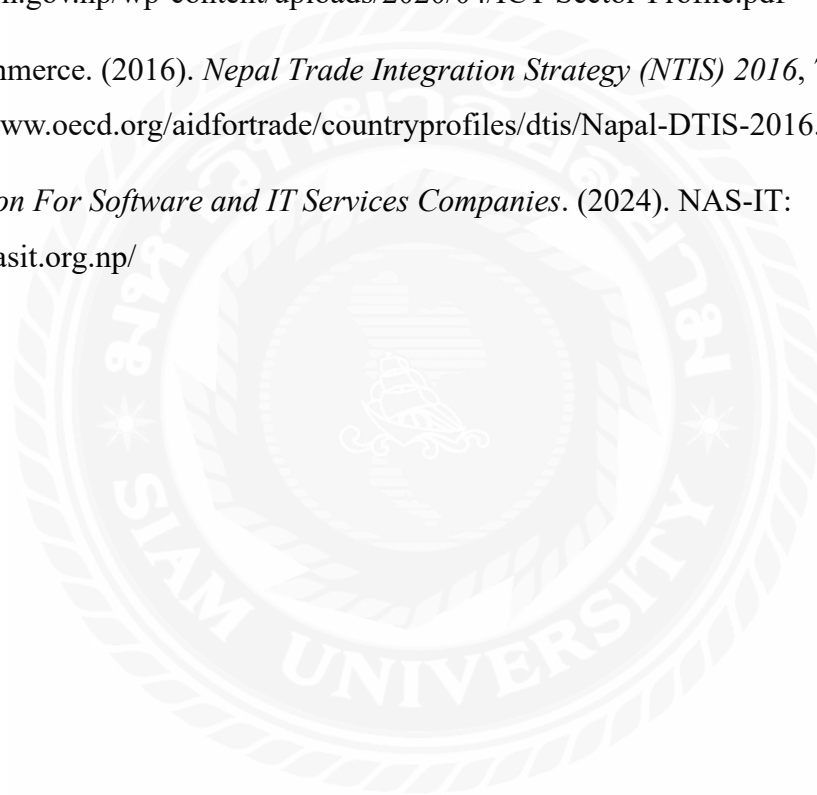
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Annex 1

Figure 4:NAS-IT Quarterly Member Meet

Figure 5:NAS-IT Pre- Budget Policy Dialogue 2024

Annex 2

Figure 6: 3rd Diaspora Knowledge- sharing Session

Figure 7: Session with SLASSCOM and World Bank

Annex 3

Figure 8: Welcoming delegates from 17 countries for APICTA exco meeting in Nepal

Figure 9: APICTA exco meeting in Nepal

Annex 4

Figure 10: Panel discussion on "Navigating Growth: Strategies for Startup Ecosystems & Asia Pacific Expansion"

Figure 11: Organizing team and Volunteers