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01.03.2025

**WORKSHOP ON EFFECTIVE USE OF ARTIFICIAL INTELLIGENCE (AI) IN HR,
ADMIN & FINANCE AT KATHMANDU (NEPAL)**

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Government, State Governments, Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

A workshop on **Effective Use of Artificial Intelligence in HR, Admin & Finance** is being organized by NAHRD from **18.02.2026 to 21.02.2026** at **Kathmandu (Nepal)**.

Individuals, Business, Industry and Governments, all are using various AI tools for variety of sophisticated and complex personal and professional activities. The rapid advancement of Artificial Intelligence (AI) presents significant opportunities for organizations to revolutionize their office workplaces. This comprehensive training program aims to equip participants with the knowledge and skills needed to leverage AI effectively, driving productivity, and enhancing efficiency in the workplace. Through a series of interactive sessions, participants will explore various AI applications, learn about key technologies, and understand the ethical considerations surrounding AI adoption.

AI can certainly be leveraged in **HR, Administration, and Finance** to automate tasks, analyze data, and support overall organizational efficiency. In HR, AI can streamline recruitment, learning & development, performance management, and workforce planning. In Finance, AI can assist in budgeting, forecasting, expense management, fraud detection, and accounting automation. In Administration, AI tools can enhance document management, workflow automation, email and schedule management, travel & logistics coordination, facility management, and compliance tracking. By reducing the burden of repetitive work, AI enables HR, Admin, and Finance professionals to focus on more strategic, value-driven responsibilities. Broad contents of the program are as given below

- Benefits of AI at the Workplace
- Transforming HR with AI & Analytics
- Automating HR Functions through AI
- Personalized Employee Experience with AI
- Addressing Skill Gaps with AI
- Use of Chatbots and Email Management
- Effective Use of AI in Office Finance
- AI in Budgeting, Forecasting & Fraud Detection
- Enhancing Administrative Efficiency through AI
- AI Tools for Document & Workflow Management
- AI for Travel, Facility & Compliance Management
- AI in Data-Driven Decision Making for HR, Admin & Finance

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Faculty

Sh. B.G. Gupta is highly accomplished trainer and consultant with national and international experience in providing training and consultancy services in the field of IT applications in business and governance, monitoring and evaluation with more than 20 years' experience of commissioning and use of IT for MIS, Project Management and other management systems. He is having rich experience in providing consultancy and training services in e-Governance, Information Security, IT Applications in Business & Governance, DPR/RFP Preparation & Appraisals, Contract & SLA Management, Project Management, MIS, BPR/GPR, GIS, SCM/ERP, E-commerce to Governments, Private & public sector organizations in India and overseas. He has been invited as faculty for NISG, IIPA, NEGD organized Training Programs. He has conducted a number of workshops and is having huge experience on the present subject.

Sh. Amit Dubey is a renowned National Security Expert and a Crime Investigator on Cyber Forensics and Ethical Hacking to various Indian Investigating Agencies and Police Department. He has been invited by Indian Parliament to consult Parliamentary Standing Committee on Cyber Security issues. A Commonwealth UK, Chevening fellow and an alumnus of IIT Kharagpur, he has been awarded at many International Platforms including prestigious Golden Peacock Award.

Dr. Kingshuk Srivastava earned his Ph. D in Computer Science Engineering from University of Petroleum and Energy Services, Dehradun. His field of research is AI, Data Warehousing, Data Science and NOSQL databases. He was the topper and Silver Medallist in M. Tech. from UPES. After a short stint in the industry with "Planman Technology", Dr. Kingshuk is presently working as a faculty for the last eight years in UPES at the "School of Computer Science Engineering". He has conducted workshops on Big Data Hadoop, AI and Machine Learning under Management Development Program. He has supervised and mentored Three PhD & several projects under Business Analytics, Business Intelligence and Big Data IoT. His other areas of interest consist of Big Data, Business Analytics, Business Intelligence, Storage Technology, Oil & Gas sector and Data Warehousing.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Road Transport & Highways, Ministry of Commerce & Industry, Ministry of Agriculture, LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, IDBI Bank, Quality Council of India, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, New India Assurance Co. Ltd., North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, etc.

Participation Fee:

Single Occupancy - Rs. 84,000/- plus GST @ 18% per participant
Twin Sharing - Rs. 75,000/- plus GST @ 18% per participant
Non-Residential - Rs. 60,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all- inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non-residential participants covers the cost of lunch & study material.

Venue: Radisson Hotel Kathmandu, 2 Ward, Kathmandu 44600, Nepal

Check In- 18.02.2026 (03:00 P.M.)

Check Out- 22.02.2026 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 19.02.2026 and will conclude at 5:30 P.M. on 21.02.2026. However, there will be an introductory session on 18.02.2026 after all participants have reported at the venue. In case of non-availability of rooms at training venue as on date of nomination, arrangements for stay shall be made in another property.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with cheque/DD in favor of National Academy of Human Resource Development payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Name of Beneficiary: National Academy of Human Resource Development

Bank: Kotak Mahindra Bank. A/c No. 8912179265 **IFSC Code.** KKBK0004620

PAN: AAJFN7963N **GSTIN:** 07AAJFN7963N1ZF

For further information or clarification kindly contact:

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Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited.

Limited seats available for the present workshop and hence the nominations will be accepted on first-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date for accepting nominations is **02.02.2026**.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards



For NAHRD