

MANOJ BUDHATHOKI



Kathmandu, Nepal

Mobile:

+977-9860010944 (Personal)

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CAREER OBJECTIVES

I want to deliver my highest efforts to manage the overall organization's management giving high priority presenting my educational knowledge and previous experience. I always strive to achieve a career in the field of managerial position for that I am confidence I will pay my higher attention to the organization where I will employ.

PERSONAL INFORMATION

Date of Birth : 12th March, 1988
Father Name : Gopal Budhathoki
Marital Status : Married
Nationality : Nepali
Permanent Address : Urlabari-02, Morang
Current Address : Maitidevi-30, Kathmandu

ACADEMIC QUALIFICATIONS

Master of Business Studies (MBS)

Major Studies: HRM, Marketing, Economics, Statistics
Accountancy, Finance, Organizational Behavior
Business Policy
University: Tribhuvan University (TU), Nepal
Completion Year: 2016
Remarks: 2nd Division

Bachelor of Business Studies (BBS)

Major Studies: HRM, Marketing, Economics, Statistics
Accountancy, Finance
University: Tribhuvan University (TU), Nepal
Completion Year: 2010
Remarks: Third Division

Intermediate Level (10+2)

Major: Accountancy, Boom, Economics, Marketing
University: Higher Secondary Education Board (HSEB) Nepal
Completion Year: 2006
Remarks: Third Division

SLC Board

Board

Completion Year:

Remarks

His Majesty Government of Nepal (HMG)

2003

Third Division

WORK EXPERIENCE

<u>S.No</u>	<u>From</u>	<u>To</u>	<u>Description of Works</u>
1.	2 nd Feb, 2017	<i>Till now</i>	<ul style="list-style-type: none">• <i>Employer: AAC Itta Udhyog Pvt. Ltd.(AAC Block), Dillibazar, Kathmandu, Nepal.</i> <p><i>Position: Procurement officer</i> <i>Duties & Responsibilities :</i></p> <ul style="list-style-type: none">• <i>Ensuring timely procurement of raw materials to meet monthly production target given by higher level.</i>• <i>Source and purchase various components, consumables and materials for production.</i>• <i>Negotiate with suppliers with best price, quality & delivery terms and evaluate supplier's performance.</i>• <i>Collaborate with other departments to improve purchasing process and procedure.</i>• <i>Monitor market trend to make informed buying decision and identify potential cost saving opportunity</i>• <i>Strategic sourcing monthly procurement budget and process.</i>• <i>Preparing monthly and quarterly report.</i>• <i>Import related work (LC, TT- Local & internationally)</i>• <i>Coordinate with transporter (India & Nepal) for timely dispatch.</i>• <i>Coordinate with clearing agent for timely custom clearance.</i>• <i>Ensuring compliance with company policy and procedure.</i>• <i>Any additional work given by seniors as and when required.</i>

LANGUAGE PROFICIENCY

- Nepali Mother Tongue
- English Understanding, Speaking, Reading and Writing
- Hindi Understanding, Speaking

COMPUTER PROFICIENCY

- **Computer Literacy**
 - ✓ MS Office,
 - ✓ MS Excel,
 - ✓ MS PowerPoint
 - ✓ Email/Internet
 - ✓ Accounting Software (Tally ERP.9)
- **Addition Knowledge** : Nepali Typing

HOBBIES

- ✓ Reading News Paper and Financial books
- ✓ Travelling
- ✓ Internet Surfing