

Poshan Raj Basnet

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Career Objective:

Management responsibility with an organization where demonstrated skills in administration and operation can be translated into improvement growth and profitability.

Profile Summary:

Result Oriented Business Professional with 8 years of experience in corporate level including exposure to Operations Management / People & Financial Management / Procurement & Logistics

Specialties: Strategy & General Management, Supply Chain Management, Sales Accounting, Business Process Re-engineering

EMPLOYMENT HISTORY:

Total Years of Work Experience: 8 Years 2 Months

1. Business Analyst Manager – Finance & Administration (Mar 2015 – Feb 2017) (Decotex Paints Ltd., Lusaka, Zambia)

Duties/Responsibilities:

- Establish business processes, analyze existing process and recommend improvements to same.
- Develop project plans for business and ensure appropriate implementation.
- Install and maintain systems and provide support to end users.
- Maintain appropriate knowledge on various business units.
- Develop professional relationship with vendors and clients.
- Supervise efficient working of staff and provide feedback for employees.
- Administer performance appraisals for employees and recommend changes.

2. Executive Accounts – Finance (Feb 2013 – Sep 2014) (Varun Beverages Nepal Pvt. Ltd. – PEPSICO, Ktm, Nepal)

Duties/Responsibilities:

- Initial 6 months of job responsibilities includes managing the branch office based in Narayanghat, Nepal, which involves mostly Logistics, Distribution and Business Administration.
- Prepare budgets and handle distributor's and sales personnel claims for various business promotion scheme & incentives, transport, sales return, goods damage claims, etc.
- Maintain debtors accounting, and prepare outstanding and ageing report on periodical basis to be presented to HO based in India.
- Developing Provision for Expenses, conducting distributor reconciliation, Recovery against Material Placement in market and take part in Internal & External audit of the company.
- Responsible for supervising the finance & accounts related business activities of sister concern, Arctic International Nepal Pvt. Ltd. (a Trading Unit of VBNPL)

3. Station Assistant – Operation (May 2011 – Oct 2012) (SERCO Dubai Metro, Dubai, UAE)

Duties/Responsibilities:

- Monitor and maintain operational status and to ensure the safety and comfort of passenger movement within the station premise.
- Carrying out controlled/uncontrolled/emergency evacuation of passengers in case of need.
- Providing ticket sales, train service information and responding to passenger enquiries.
- Meeting and greeting customers and provide a highly visible and proactive level of customer service.
- Enforce safety procedures and instructions and carry out necessary procedures to ensure the safety of members of the public and employees of the railway.

4. Senior Administrative Officer - Procurement (Apr 2008 – Mar 2011) (Shiv Shakti Group of Companies, Ktm, Nepal)

Duties/Responsibilities:

- Placing/approving high volume purchase orders for goods and services and requisite goods and services from statewide contracts within established limits as provided by the Division of Purchases.
- Contacting vendors or agency representatives to obtain availability and product information or to solicit bids; developing requests for quotations; and confer with vendors concerning new products, damaged goods, delayed payments or related information.
- Supervising the work of support staff processing requisitions and handling corporate correspondence dealing with the vendors and other stakeholders. Sometimes, I have to inform agency personnel about the purchasing procedures and regulations and maintain updated purchasing /shipment records in both electronic and hard copy.
- Final approving and assisting in documenting the export/import documents and making arrangement for clearing cargo from Sea ports, airports and land customs.
- Continuously liaise with team members, internal company staff and suppliers to ensure overall customer satisfaction and encourage supplier development and partnership.

EDUCATION/TRAININGS:

Academic Qualification:

2009-13	Masters in Business Administration , (CGPA 3.59) Marketing as specialization Apex College, Old Baneshwor, Ktm	Pokhara University
2004-8	Bachelors in Business Administration , (CGPA 3.74) Industrial Management as specialization Everest College, Thapathali, Ktm	Tribhuvan University

TECHNICAL SKILLS:

- Experienced in using MS Office, Adobe Suite, and network utility tools
- Hand-on experience in SAP SD & FI Module, Tally, FACT, QuickBooks & Consolidate ERP
- Web page designing and database management, JavaScript, VB, Java, php, etc.
- Good exposure to Linux o/s like: fedora core, Ubuntu, mint, etc. and open source software
- Troubleshooting & network administration

PROJECT/RESEARCH ACCOMPLISHMENT:

- Cultural Diversity in Organizational Communication: a study of managerial perception (GRP, 2013)
- Marketing Plan for Urja Brand Rice (academic project, 2010)
- A research report on IT Enabled Business Processes in Shiv Shakti Group (2009)
- A field work report on competitive analysis of liquor market inside Kathmandu Valley (2008)
- A Study of Consumer Movie Going Behavior inside Kathmandu Valley (2008)
- A Study on profitability and solvency position of Nabil Bank Limited (2008)
- A project on Student Information Management System (academic project, 2007)
- Operation Management in Chaudhary Group, A case study on Wai-Wai Noodles (2006)

EXTRA ACTIVITIES AND ACHIEVEMENTS:

- MIS Executive for "Gayatra Store Enterprises, Ktm, NP", (Sep 2007 - Mar 2008)
- Act as a Mgmt. Committee Member for the publication of Glory Magazine Vol. II, 2007
- Act as a Mgmt. Supporting Committee Member for the publication of Glory Magazine Vol. I, 2006
- Participated in Info-Tech Camp 2003, Janakpur, Nepal
- Presented papers on "PROJECT ON HIV/AIDS" in Support Nepal (NGO), Janakpur, Nepal (2003)

PERSONAL DETAILS:

Date of Birth: 8 Dec, 1986 in Janakpur, Nepal

Languages: English (fluent), Hindi (fluent), Maithili (fluent), Nepali (native), French (Beginner), Arabic (Beginner)

Skills: enthusiastic, responsible, committed, precise, flexible, fast learner, able to cope with stress, and to work independently and in teams, agile to new technologies, excellent presentation skills, multi-cultural flexibility, detail oriented and able to handle multiple priorities

Country Visited: India, UAE, Zambia

Marital Status: Married

Nationality: Nepali

Passport No: 07617290 (Expiry date: 12-Jul-2024)