

## Career Objective:

Results-driven professional with 10+ years of cross-functional experience in operations, engineering, finance, HR, and procurement. Seeking a leadership role where I can leverage my expertise to drive efficiency, optimize processes, and contribute to organizational success while furthering my professional growth.

## EDUCATION HISTORY

**Diploma in Mechanical Engineering Gobardhan Public Campus  
Fattepur, Saptari Nepal**

Aug, 2011 – Nov, 2013

**Bachelor of Education Tribhuvan University, Saptari Nepal**

May, 2012 – June, 2015

## EMPLOYMENT HISTORY

**Operations Executive – I Steel Engineering Trading & Contracting –  
Doha, Qatar**

Sep, 2022 – Current

- Effectively led daily operations in collaboration with the CEO, ensuring alignment across office, factory, and project sites.
- Directed internal audits and supported ISO implementation to uphold quality and regulatory standards.
- Managed the complete tendering process, including quantity take-offs, cost estimation, and proposal submissions.
- Oversaw project planning and coordination with site teams to ensure timely and quality-driven execution.
- Supervised key administrative functions—HR, procurement, production, and accounts—to maintain operational efficiency.
- Compiled and delivered strategic operational reports to CEO / MD, identifying challenges and recommending improvements.

**Project Coordinator - BSI International Building System – Doha, Qatar**

Nov, 2021 – Sep 2022

- Planned and coordinated PEB project activities, focusing on logistics, scheduling, and documentation.
- Managed material deliveries to ensure timely site availability.
- Tracked project progress and supported on-time phase completion.
- Allocated resources efficiently, including manpower, materials, and equipment.
- Maintained project records such as drawings, permits, and compliance documents.
- Monitored construction to ensure quality and adherence to design specs.

**Procurement Officer - Dhaulagiri Joint Venture- Highway Project  
Nuwakot, Nepal**

Aug, 2020 – Oct, 2021

- Manage procurement bids, solicit quotations, and negotiate contracts to maximize value within project budgets.
- Monitor material inventory, anticipate needs, and ensure timely procurement to prevent project delays.
- Collaborate with construction teams, engineers, and project managers to align procurement with project timelines and needs.
- Provide regular procurement reports to management, outlining expenses, savings, and procurement progress.

**Agriculture Farm In-charge - Surunga Vegetable Livestock Farm -  
Jhapa, Nepal**

Jul, 2019 - Aug, 2020

- Oversee daily farm operations, including planting, harvesting, livestock care, and maintenance tasks.
- Plan schedules, monitor growth, and maintain animal health, ensuring quality standards.
- Establish market connections, participate in sales, and ensure compliance.



## BHUBAN SAPKOTA

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Doha, Qatar

## LANGUAGES

★★★★★ English

★★★★★ Hindi

★★★ Arabic

## SKILLS

- ★ AutoCAD, SketchUp, Revit and Tekla.
- ★ Microsoft Offices, IT Support.
- ★ WordPress HTML, CSS and Python.
- ★ Familiar with new Technology AI.
- ★ Digital Marketing, Video Editing.
- ★ Market Research Situational Update.

## STRENGTH

- ★ Clear & Concise Reporting.
- ★ Privacy and Confidentiality.
- ★ Strategic Decision-Making.
- ★ Negotiation & Conflict Resolution.
- ★ Compliance & Risk Mitigation.
- ★ Budgeting & Cost-Control Strategies.
- ★ Analytical Thinking, Problem Solving.
- ★ Procurement Supply Chain Systems.
- ★ Emotions Control, Quick Learner.

## WEAKNESS

- ★ Multitasking, Networking
- ★ Detail Overload, Soft Nature

## EMPLOYMENT HISTORY

continued...

### Workshop & Store In-charge – JMC Inerney Acon, Doha, Qatar

May, 2018 – Feb, 2019

- Oversee inventory levels for workshops and stores, ensuring availability of supplies while minimizing excess stock.
- Source, purchase, and manage workshop materials, tools, and equipment, optimizing costs and quality.
- Schedule workshops, allocate resources, and ensure efficient workflow for projects and repairs.
- Lead workshop, store, and transportation teams, assign tasks, and provide training and guidance.
- Ensure proper maintenance of vehicles, manage fueling, repairs, and compliance with safety regulations.
- Enforce safety protocols for workshops, stores, and transportation, minimizing risks and ensuring regulatory compliance.
- Facilitate communication between departments, streamline operations, and address issues promptly.

### Inventory / Shipping Coordinator - Everbrite Shipping & Logistics, Doha, Qatar

May, 2016 – May, 2018

- Maintain accurate records of inventory levels, monitor stock movement, and ensure efficient stock replenishment to meet demand.
- Process orders accurately, verify product availability, and coordinate with suppliers to ensure timely delivery of goods to customers.
- Arrange shipping logistics, prepare shipping documents, and liaise with shipping companies to ensure smooth and timely delivery of products.
- Inspect incoming and outgoing shipments for accuracy and quality, addressing discrepancies and ensuring products meet established standards.
- Maintain proper documentation of shipments, inventory transactions, and related records to comply with regulatory and company requirements.

### Documentation Officer - Peace International, Kathmandu

June, 2015 – Apr, 2016

- Maintain accurate records of recruitment, visas, contracts, and employee documents, ensuring compliance with regulations.
- Prepare clear and persuasive communication materials, press releases, and reports to enhance the company's public image.
- Organize events and workshops to promote the company's services and maintain a strong public presence.
- Others duty assigned by office manager as per organization requirements.

### Computer Teacher - Paradise Institute of Technology, Saptari, Nepal

Jul, 2014 - May, 2015

- Delivered engaging lessons on fundamental computer concepts, including operating systems, file management, word processing, and internet usage.
- Developed and implemented well-structured lesson plans that aligned with curriculum guidelines and catered to diverse learning styles.

### Subject Teacher - Namuna Sunshine English School, Saptari, Nepal

- May, 2010 - June, 2014

### Declaration:

Thank you for considering my application. I believe that success can be obtained only through hard work and commitment and I am willing to do it. I hereby declare that the above written particulars are true to the best of my knowledge and believe. Thank you once again for your time and consideration.



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