



## SHOVA SHRESTHA

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### PROFESSIONAL SYNOPSIS

- Management Professional with rich experience of 15 years in Industrial Sector.
- Proven abilities in routinely administrative works and strong reporting channel.
- Adapt in establishing multi skill aptitude among workmen with different department for performance enhancement.
- Known for providing HR and Administrative services to keep the consistency of smooth running organization.
- Highly successful in long lasting building relationship with key decision makers with facilitated adherence to understanding of critical business drive in multiple situations.
- Known for providing vision to the company for future growth tracking with proper and strong information system of day-to-day reports.
- Proven to be a best Technical Recruiter by balancing the numbers of hire for the Team.
- Technical proficiency in Computer Basics, Excel, PowerPoint, C programming.

### IGNITE TECHNOLOGIES LLC

*(A GROUP OF COMPANIES)*

*Dubai, UAE*

*As Senior Procurement & Logistics Officer June 2018 – Present*

- Play a significant role in long-term planning, including an initiative geared toward operational excellence.
- Developed and implemented process improvements for more effective and efficient procurement process.
- Estimate and establish cost parameters and budgets for purchases and maintaining Procurement process and Logistics process in ERP.
- Create and maintain good relationships with vendors/suppliers.
- Make professional decisions in a fast-paced environment.
- Maintain records of purchases, pricing, and other important data.
- Review and analyze all vendors/suppliers, supply, and price options.
- Developed plans for purchasing equipment, services, and supplies.
- Negotiated the best deal for pricing and supply contracts.
- Ensure that the products and supplies are high quality and on time.
- Maintained and update a list of suppliers and their qualifications, delivery times, and potential future development.
- Work with team to complete duties as needed.
- Developed logistics along with support plans, budget requirements and deployment timelines for new operations.
- Developed logistical plans for current operations and logistics contingency plans.
- Prepared plans for liquidation and downsizing.

- Developed and executed tools and methodologies to enable effective implementation of logistic plans.
- Coordinate and present logistics support to ongoing land, air, and sea operations.
- Developed and execute logistics support policy, processes, and methodologies to general benefit of all mission units.
- Developed reports on material movements and various operational logistics problems.

### **eTeam Infoservices Pvt. Ltd.**

**Ahmadabad, India**

*As Technical Recruiter March 2017 – August 2017*

- Responsible for executing the entire recruitment cycle for IT and Non-IT professionals of Fortune 100 and Fortune 500 Clients in multiple locations across USA
- Recruiting for core IT Positions including: Software Developers, Business/Systems Analysts, Technical Program/Product/Project Managers, Web Developers, Network/System/Security Engineers, Database Architects/Developers/Administrators, Quality Assurance/Test Engineers, Banking Portal Architects and other IT professionals.
- Non IT Positions like Accountant, Financial Analyst, Technical Writer, Recruiter, Content Writer, Marketing Manager, Administrative Assistant, and Executive admin, Production Worker, Production Assistant, Machine Worker, Forklift Operator and Assembly Line Worker.
- Extensive use of Job Posting Websites, portals and Direct Sourcing to recruit potential candidates.
- Sourcing Experience with Various Job boards like Monster, Career Builder, LinkedIn, Dice, Ladders and Indeed Etc.
- Hands on Experience with ATS (Applicant tracking systems) like Bullhorn, Job Diva, Erecruit etc.
- Effectively involved in recruitment of candidates through Internet research, internal database, cold calling, referrals, networking, job postings, and other strategies.
- Screen the candidates for identifying them as the right match, pay rate negotiation, benefits negotiation, submitting candidate profiles at client side as well as on internal systems.
- Communicate on important aspects like, travel assistance, accommodation, relocation guidance, visa processing and transfers.

#### **Skills & Expertise:**

- Job boards (CB, Monster, Indeed, Linked-in, Ladders)
- ATS - Applicant Tracking System (JobDiva)
- VMS - Vendor Management System (fieldglass)
- Recruitment Process Outsourcing
- Referral generation
- Data Base Management, Vendors and Consultants
- Client Communication
- Full Cycle Recruitment
- Professional Search & Selection
- Negotiation Skills
- Market Research

## **MORE GREEN ENERGY PVT. LTD**

**Ahmedabad, India**

***As Sales Representative June 2015 – March 2017 (Remote)***

- Handling Australian customers with Solar Power System.
- Working on online leads and other available data to market Solar Systems and other related products.
- Helping the customer to reduce the electricity bill by calculating their per day electricity consumption and showing saving after getting solar system by the customer.
- Providing technical information to customers.
- Closing the Sale while convincing the customers to make payment as well on call.
- Negotiating the deals for the best fit to company profitability.

## **ENE FLUIDTEK PVT. LTD.**

***Design, Engineering, Manufacturing, Erection & Commissioning of Water Treatment Plant***

**Authorised Distributor of GE - Membrane**

**Kolkata, India**

***As an Assistant Manager – HR & ADMINISTRATION 2012 to 2014***

- Handling the overall HR & Administrative Works.
- Implementing proper attendance system and reporting to the directors.
- Started Bio – Prox card punching machine and systemizing smoothly.
- Started Tracking the leave details and maintaining the punctuality to office of all the employees.
- Started ESIC for the workers and maintain it.
- Processed to finish all the backlogs of Professional tax issues.
- Processed to establish Provident fund and it's on pipeline to finish.
- Started tracking the site expense details of the Site Supervisors and Engineers.
- Supported to enhance the operating system of each and every department.
- Supported in making plans and to execute it through the workers.

## **VODAFONE INDIA SERVICES PVT. LTD.**

**Ahmedabad, India**

***As an International Process Executive 2011- 2011***

- Live Chatting and Emailing with the customers of United Kingdom.
- Handing the billing and the quires of the customers.
- Rectifying the general problem of the Services and the handset of the customers.
- Coordinating with the customer for their benefits related to Vodafone Services.
- Satisfying the customers by providing the best service to the customer and enhancing the company's growth.

## **PEPSICO FRANCHISEE**

R J Corporation – Varun Beverages Ltd.  
Kolkata, India

*As Purchase Coordinator 2009-2010*

- Joined to look after the data of Overall Performance of the plant in terms of Yield, Line Productivity.
- Handling overall Purchase through SAP.
- Proficient in developing and enhancing relation and identifying business opportunities and potential clients.
- Tracking and record keeping of office equipment maintenance like Air conditioning, Water Pumps and Syrup pumps.
- Accountable for handling the KEY PERFORMANCE MEASURES and implementing M & W system to run the plant in standards during transition period.
- Arrested loop holes by controlling in various departments through strong MIS system and monitor Stock / plant Yield for Productivity.
- Keeping an eye on courier delivery and courier requirements of organization personnel.
- Coordinating with GHK supervisors to adhere with organization GHK requirements and checklist.
- Monitored and executed total calculation of plant efficiency.

## **PEPSICO FRANCHISEE**

R J Corporation – Varun Beverages Nepal Pvt Ltd.  
Kathmandu Nepal

*As Manufacturing and Warehousing Coordinator 2003-2009*

- Meticulously implemented innovative Information System Improvement on continuous basis with encouraging results to achieve the Award in Best M & W Performance.
- Overall responsibility to manage data & reporting and acted as management representatives.
- Involved in Purchase Handling and managing Vendors of the company of different materials as required by the factory.
- Hygiene and optimum quality delivered with efficiency in canteen department.
- Developed comprehensive capacity production plans to achieve the business objectives based on the system and implementation process and achieving output on time.
- Creating, Monitoring and Executing Data.
- Entrusted with the task of coordinating to manufacture for Soft Drink Industry and prepared reports to attend Annual Meeting & Assisting in Budget Planning.
- Involved in the Expansion of the Plant Kathmandu, Nepal.

### **In nutshell profiles handled**

- **Senior Officer - Procurement & Logistics**
- **Recruiter - Technical**
- **Assistant Manager – HR & Administration**
- **Senior Sales Representative**
- **International Operation Executive**
- **Purchase Coordinator**
- **Manufacturing and Warehousing coordinator**
- **Plant Secretary**

## **PROFESSIONAL TRAINING**

**Title: CLSCMP (CERTIFIED LOGISTICS & SUPPLY CHAIN MANAGEMENT PROFESSIONAL)**

**Institute: Zabeel International Institute of Management & Technology (Dubai, UAE)**

**Title: Lean 6 Sigma (White Belt - Continue)**

**Institute: Zabeel International Institute of Management & Technology (Dubai, UAE)**

**Title: Personality Development / Behavioural Enhancement.**

**Organization: RJ Corp – Varun Beverages Ltd. Pepsi (Kolkata, India)**

## **EDUCATIONAL DEVELOPMENT**

- Bachelor in Business Studies (Marketing) 2010 – Janamaitri Multiple Campus, Kathmandu, Nepal.
- Intermediate /+2 2002 – Janamaitri Multiple Campus, Kathmandu, Nepal
- School Leaving Certificate 2000 – Kumudini High School, Kathmandu, Nepal

## **PERSONAL INFORMATION**

<b>NAME</b>	:	<b>SHOVA SHRESTHA</b>
<b>DATE OF BIRTH</b>	:	<b>30.04.1984</b>
<b>GENDER</b>	:	<b>FEMALE</b>
<b>LANGUAGE</b>	:	<b>ENGLISH, HINDI, NEPALI, BANGALI</b>
<b>MARITAL STATUS</b>	:	<b>UNMARRIED</b>
<b>FATHER'S NAME</b>	:	<b>LATE TIRTHA PRASAD SHRESTHA</b>
<b>MOTHER'S NAME</b>	:	<b>MRS. TAPOSHI SHRESTHA</b>
<b>ADDRESS</b>	:	<b>DUBAI, UAE</b>
<b>PASSPORT</b>	:	<b>KATHMANDU, NEPAL</b>
<b>PASSPORT NO.</b>	:	<b>10770951</b>
<b>REFERENCE</b>	:	<b>AVAILABLE ON REQUEST</b>

I hereby declare that the above information is true to my knowledge.

Shova Shrestha  
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