**Nabin Ghale  
Sales Operation Analyst at Hongfu International Communication Pvt Ltd.**

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**CAREER OBJECTIVE**

# “To obtain knowledge that will allow me to utilize theoretical and technical skills, achievements, and willingness to learn in making an organization successful.”

**ACADEMICS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree /**  **Certificate** | **School / College** | **Board /**  **University** | **Year of completion** |
| **B.E in Industrial Engineering** | IOE, Thapathali campus, Thapathali, kathmandu | Tribhuvan university | 2022 |
| **HSC/ +2 in Science** | The Times International College, Kathmandu | NEB | 2072 |
| **SLC** | Vinayak Sai Bal Udhyan Secondary School | SLC | 2070 |

**TECHNICAL SKILLS**

* Able to Work, organize and maintain on Laptops and Desktop any windows Version and basic on Linux Operating system, connecting with device like Printers, Projectors, etc.
* Languages: Basics of C Programming
* Application Tools:

## Solid works 2023

* 1. **Microsoft Office**

## ERP

* Mechanical engineering tools operation and product Development and generation of the stepwise production planning

1. **Lathe Machine**: Change basic cutting tools and adjust machine feeds and speeds as needed, Measures work piece and adjust offset as required, Turning, Facing, Grooving, Parting, Boring, Tapping, Sanding
2. **Laser cutter**: Perform laser cutting operations per specifications adjusting focal point as needed, Can perform laser cutting operations efficiently and effectively, per specifications, Program, operate and perform preventative maintenance on laser cutting machine, Operate a CO2 laser cutting machine, Perform removing, disassembling, and reassembling of the laser cutting head and inspect and clean the cutting lens.
3. **3D Printer**: 3D CAD: Designing, repairing, modifying 3D CAD data, Finishing: Assembling, painting, sanding, enhancing a 3D model, Scheduling: Managing multiple materials, shipments, machines, orders, etc. ,Maintenance: Calibrating, repairing, and testing 3D printers, Material Handling, Parts Measuring, Soft Skills: Logical thinking, problem-solving, etc.
4. **Other Tools**: Milling Machine, Arc and Gas Welding, Drilling Machine, Sheet Metal cutting and rolling Machine, Surface Grinding Machine, CNC Plasma Cutter, Revet gun, Hand Grinder, Vernier Caliper, Micrometer, Gauge and Other engineering Hands on tools

**SOFT SKILLS**

* Communication skills
* Team-work
* Time management
* Leadership quality
* Teaching

**Experience**

## Udayapur Cement Industry:

## 10 months experience as an Industrial Engineer. (Focus on production & maintenance of cement and machine & inventory management)

## Summary of skills and professional experience

## Scheduled surveying of machine at the beginning of day.

## Coordination with the senior and junior for the maintenance of machine.

## Modeling of machine by using solid works software.

## Inventory management with the coordination of internal employer.

## Recording the location and stocks in MS Excel and ERP.

**Gurkha watch and accessories:**

1. 10 months experience as a **Data Analyst and Inventory Manager.**

**Summary of skills and professional experience**

1. Recording different stock and managing inventory.
2. Daily follow up of sales data and prebooking quantity to high level management.
3. Handles live as well as digital customer.
4. Daily as well as monthly report submission to high level management after analysis.

**Vivo Nepal (Hongfu International Communication Pvt Ltd)**

1. From July 2023 (Still working) as a **Sales Operation Analyst.**

**Summary of skills and professional experience**

1. Analysis of daily sales data and stock and submission of report to high level management.
2. Preparation of incentive of the employee.
3. Surveying to the market condition and preparing the report about the market condition.
4. Preparation of scheme paper for the increment of sales in every month.
5. Calculation of Incentive of distributor and every retailer of whole Nepal.

**EXTRA-CURRICULAR**

* Solid works workshop
* Microsoft Office workshop (like MS Excel, MS word etc)
* Data Management System
* ERP
* Engineering Tech Webinars

**PERSONAL INFORMATION**

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| Date of Birth | : | May 24, 1997 |
| Nationality | : | Nepali |
| Hobbies | : | Poetry, football, cricket, innovation |
| Language Known | : | Can, Speak, Read & Write English, Nepali and Hindi |
| Permanent address | : | Mahalaxmi-1, Dhankuta |
| Temporary address | : | Kathmandu-32, Kathmandu |