

CURRICULUM VITAE

SANTOSH BASTOLA

Inventory & Procurement Manager

Inventory Management | Procurement | Supply Chain | Logistics | ERP

Location: Biratnagar, Nepal

Mobile: 9852021299

Email: bastolasantosh1993@outlook.com

PROFESSIONAL SUMMARY

Experienced Inventory & Procurement Manager with more than 10 years of professional experience in manufacturing and trading industries.

Started career in Operations and Accounts, gaining practical knowledge of Tally accounting, VAT billing, vendor ledger management, payment collection, bank deposits, and financial record keeping. Progressed into Inventory and Procurement Management with strong experience in manufacturing operations, supply chain coordination, production support, ERP systems, vendor management, and import processes.

Experienced in SAP MM and SAP PP modules, Tally Prime, and Power Brain ERP for inventory transactions, procurement activities, production information management, material movement records, and reporting.

Strong knowledge of local and international vendor handling, purchase management, LC documentation, RTGS documentation, air and sea transportation coordination, customs clearance documentation, and end-to-end supply chain operations.

PROFESSIONAL STRENGTHS

- Strong background in manufacturing inventory and procurement operations.
 - Hands-on experience in ERP-based inventory and production data management.
 - Experienced in local and international supplier coordination.
 - Strong knowledge of import documentation and logistics processes.
 - Good understanding of warehouse operations, stock control, and material management.
 - Experienced in coordinating with purchase, store, production, accounts, and logistics teams.
 - Ability to maintain accurate records, prepare reports, and support management decisions.
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PROFESSIONAL ACHIEVEMENTS / KEY HIGHLIGHTS

- More than 10 years of practical experience in Inventory, Procurement, Operations, and Supply Chain Management.
 - Successfully managed inventory and procurement activities in manufacturing industries with coordination among purchase, production, store, accounts, and management teams.
 - Managed 100+ local vendors and 50+ international vendors from India and third countries.
 - Experienced in ERP-based inventory and production data management using SAP MM, SAP PP, Tally Prime, and Power Brain ERP.
 - Experienced in import documentation, LC process, customs clearance coordination, and air & sea transportation management.
 - Strong experience in vendor negotiation, purchase activities, reporting, and operational coordination.
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CORE PROFESSIONAL SKILLS

- Inventory Management & Stock Control
- Procurement Management
- Supply Chain Operations
- Production Information Management
- SAP MM (Materials Management)
- SAP PP (Production Planning)
- Tally Prime
- Power Brain ERP
- Purchase Order Management
- Vendor Management & Negotiation
- Local & International Supplier Coordination
- Import Documentation
- LC Documentation
- RTGS Documentation
- Air & Sea Transportation Management
- Freight Forwarding Coordination
- Customs Clearance Documentation
- Production Tracking & Reporting

- Warehouse Coordination
 - Accounting & Financial Record Management
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PROFESSIONAL EXPERIENCE

Inventory & Procurement Manager

Golyan Group – Shivam Plastic Industry Limited

Biratnagar, Nepal

December 2023 – Present

Responsibilities:

- Managing daily inventory operations and stock control activities.
 - Handling procurement planning and purchase activities.
 - Ensuring timely availability of raw materials for production.
 - Maintaining inventory and production information in SAP and Tally Prime.
 - Working with SAP MM module for procurement and material management activities.
 - Working with SAP PP module for production-related information and coordination.
 - Updating material receipt, consumption, stock movement, and production records.
 - Maintaining accurate inventory and production database records.
 - Preparing inventory, procurement, and production reports for higher management.
 - Coordinating with suppliers, production teams, store, accounts, and management.
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Inventory & Procurement Manager

Maa Jagadamba Plasto Udyog & Metal Industries Pvt. Ltd.

Dhalkebar, Nepal

January 2022 – December 2023

Responsibilities:

- Managed inventory control and production database activities.
- Handled procurement activities and supplier coordination.
- Maintained inventory and production records in ERP system.
- Managed import documentation and supplier-related documents.
- Handled LC documentation and related import processes.
- Managed customs clearance documentation and related processes.

- Maintained records in Power Brain ERP.
 - Prepared operational reports and updated the Director.
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Inventory & Procurement Manager

Shivam Organization – Shivam Footwears Pvt. Ltd.

Biratnagar, Nepal

September 2015 – December 2022

Responsibilities:

- Managed complete inventory and warehouse operations.
 - Controlled raw materials, finished goods, and stock movement records.
 - Handled procurement activities from local and international suppliers.
 - Prepared and released purchase orders.
 - Negotiated with vendors regarding price, quality, and delivery schedules.
 - Managed production tracking and material availability.
 - Maintained inventory and production database records in Power Brain ERP and Tally Prime.
 - Handled LC, RTGS, and import documentation processes.
 - Managed end-to-end import documentation and customs clearance coordination.
 - Coordinated air and sea transportation for imported materials.
 - Worked with freight forwarders, transport companies, and customs agents.
 - Maintained proper records of imported and local materials.
 - Reported operational updates directly to the Director.
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Operations & Accounts Assistant

New GS Mobile Palace

Biratnagar, Nepal

2012 – 2015

Responsibilities:

- Managed daily operations and accounting-related activities.
- Prepared VAT bills and maintained sales documentation.
- Posted daily transactions in Tally accounting software.

- Maintained vendor ledgers and supplier records.
 - Managed local payment collection and customer transaction records.
 - Handled bank deposits and maintained banking records.
 - Maintained purchase, sales, and stock-related records.
 - Coordinated with vendors and customers regarding transactions and payments.
 - Prepared daily reports and supported overall business operations.
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WAREHOUSE & STOCK CONTROL EXPERIENCE

- Monitoring daily warehouse inventory and stock movement.
 - Managing material receiving, issuing, and stock record maintenance.
 - Supporting physical stock verification and inventory accuracy.
 - Maintaining proper stock control practices for raw materials and finished goods.
 - Coordinating with store and production teams for smooth material flow.
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SAP & ERP EXPERIENCE

SAP MM (Materials Management)

Experience in:

- Procurement activities
- Material management
- Purchase process support
- Inventory transactions
- Stock monitoring
- Material movement records

SAP PP (Production Planning)

Experience in:

- Production information management
- Production data recording
- Production tracking
- Material planning support
- Coordination between production and inventory functions

Other Software Knowledge:

- Tally Prime
 - Power Brain ERP
 - MS Office Applications
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TEAM COORDINATION & LEADERSHIP EXPERIENCE

- Coordinating with purchase, store, production, accounts, logistics, and management teams for smooth operations.
 - Supporting team members in daily inventory, procurement, and reporting activities.
 - Ensuring proper communication between departments for timely completion of operational tasks.
 - Guiding operational activities to maintain efficiency and accuracy.
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VENDOR & TRANSACTION EXPERIENCE

- Managed **100+ local vendors** with annual transactions of approximately **NPR 80–90 Lakhs**.
 - Managed **50+ international vendors** from India and third countries.
 - Handled international transactions approximately **USD 20,000–25,000**.
 - Experienced in supplier communication, negotiation, import coordination, and logistics management.
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EDUCATIONAL QUALIFICATION

Bachelor of Business Studies (BBS)

Tribhuvan University (TU)

Birat Campus, Biratnagar

10+2 (Management)

Higher Secondary Education Board (HSEB)

City Higher Secondary School, Biratnagar

School Leaving Certificate (SLC)

Nepal Board

Saraswati Higher Secondary School

Duhabi, Sunsari

PROFESSIONAL TRAINING

- AI for Professional – 98 Hours
 - Diploma in Accounting – 6 Months
 - Basic Computer Application – 3 Months
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LANGUAGE SKILLS

- Nepali
 - English
 - Hindi
 - Local Language
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PERSONAL DETAILS

Nationality: Nepali

Origin: Solukhumbu, Nepal

Date of Birth: 14 January 1993

Marital Status: Married

Passport: Available

Driving License: Category A & B

Available to Join: Within 1 Month

REFERENCE

Reference available upon request.

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge.