

Saurav Sitoula

📍 Birtamode-06, Jhapa, Nepal
📞 +977-9824016761
✉ saurav123sitoula@gmail.com

Professional Summary

Organized and detail-oriented Inventory Supervisor with proven experience in documentation, team coordination, and data management. Skilled in tracking stock levels, preparing reports, and maintaining accurate records to ensure smooth operations. Adept at using CRM systems and Microsoft Office tools to monitor inventory flow and optimize efficiency. Known for accuracy, reliability, and strong interpersonal skills in managing resources and coordinating teams.

Core Competencies

- Inventory control & stock supervision
- Documentation, record-keeping & reporting
- Data entry & compliance monitoring
- Team coordination & workflow supervision
- CRM systems & ERP familiarity
- Microsoft Office Suite (Excel, Word, PowerPoint)
- Problem-solving & decision-making under pressure
- Communication in Nepali, English, Hindi

Work Experience

Fiber Supervisor – Classic Tech Pvt. Ltd., Dhulabari Branch (2022 – 2023)

- Supervised inventory of fiber cables, tools, and networking equipment to ensure sufficient stock levels.
- Prepared daily usage reports and verified stock against records to minimize loss.
- Coordinated with suppliers and technical teams for timely material distribution.

Customer Service & Troubleshooter – Fiber World Communication Pvt. Ltd., Damak, Jhapa (2020 – 2022)

- Maintained service-related equipment logs and ensured proper documentation.
- Assisted in tracking stock usage for routers, switches, and fiber materials.
- Reported shortages to management and helped optimize material usage.

Education

- BSc. Computer Science & IT (Ongoing) – Tribhuvan University, Shreeyantra College, Damak
- +2 (NEB) – Dhulabari High School, GPA: 2.87
- SEE (NEB) – East Horizon English High School, GPA: 3.05

Training & Certifications

- Documentation & CRM Handling Techniques (Reporting, ticketing systems, client logging)
- Networking Basics & L2 Support (LAN/WAN troubleshooting, switch configuration, fiber maintenance)
- Microsoft Office Suite (Word, Excel, PowerPoint) – Advanced for reporting & inventory records

Languages

Nepali (Native), English (Fluent), Hindi (Fluent)

Personal Strengths

- Strong organizational and record-keeping skills
- Accuracy and attention to detail in reporting
- Ability to coordinate teams and manage workflows
- Honest, disciplined, and hardworking