

# Milan Uprety

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Gaurighat, Kathmandu - 7  
9841755750 upretymilan@gmail.com

## SUMMARY:

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Highly motivated and detail oriented with good analytical reasoning, time management and decision making skills. Seeking a challenging position in an institution that offers extensive opportunities, for achieving the company's goal in the best way.

## WORK EXPERIENCE:

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**Continental Trading Enterprises Pvt. Ltd.** Gairidhara, Kathmandu August 2018 – February 2020

Assistant Manager – OTIS Division

Major functions consisted of the following:

- Planning, directing & supervising overall operations
- Annual planning and budgeting of department
- Deal with clients regarding sales and service
- Coordinate and direct Sales, Installation and Maintenance department
- Motivate and lead division for efficient results
- Manage complete administration work of department
- Train and evaluate employees of department
- Analyze specification and negotiate with associate international company for proper quotation
- Coordinate with the trade finance department for opening of LC, its collection and processing documents
- Recovery, Spares, Procurement & Logistics Management
- Conduct regular operational reviews
- Perform other related duties as assigned

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**Raman Construction Pvt. Ltd.** Siphel, Kathmandu December 2016 – May 2017

Procurement Engineer/Officer

Major functions consisted of the following:

- Analyze the purchase request from the user departments and determine the appropriate method of procurement
- Fixing terms & conditions of supply and negotiate the best deal for the company
- Arrange for samples, testing and evaluation of new products
- Participate in specialized projects and assignments related to procurement, as required
- Contribute to the development and formulation of purchasing procedures and practices as required
- Perform other related duties as may be assigned
- Deal with local and overseas suppliers, process LC, quotation request

## INTERNSHIP:

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**Imagination and Creation Pvt. Ltd.,** Kupondole, Lalitpur

2 Months

**Nepal Electricity Authority,** Minbhawan, Kathmandu

2 Weeks

## RELEVANT SKILLS

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- C / C++ / Java
- HTML5 / CSS / Bootstrap
- Python
- JavaScript
- ReactJS, ReactRouter

## MINOR PROJECTS:

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- YouTube Clone Using HTML & CSS
- Todo List, Weather App, Fighting Game and Netflix Clone using Javascript
- ToDo List, Travel Journal, Meme Generator, Tenzies Game using ReactJS

## EDUCATION:

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***Ace Institute of Management***, Pokhara University  
Master of Business Administration (MBA), 2015- 2018  
Majors: Finance  
CGPA: 3.84

***Nepal Engineering College***, Pokhara University  
Bachelor of Electrical and Electronics Engineering, 2014  
CGPA: 3.25

***Himalayan Whitehouse Int'l College***, HSEB  
+2 Science, 2009  
Major: Physics  
Marks Obtained: 60.6 %

***Bagmati Boarding Higher Secondary School***  
SLC, 2007  
Marks Obtained: 76.25 %

## HONORS/AWARDS:

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- Dean List (MBA) – Pokhara University for Recognition of Academic Excellence

## LANGUAGE:

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- English- Proficient (Read/Write)
- Nepali- Proficient (Read/Write)

## PERSONAL INFORMATION:

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- Age : 30
- Date of Birth: November - 18, 1991
- Marital Status: Married
- Nationality : Nepali
- Gender : Male