# SANJEEB SAPKOTA

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## SUMMARY

5+ years of experience. Skilled in network care, customer service, and administrative duties. Proven track record of delivering high-quality care.

## EXPERIENCE

### IT Department Chandika Distillery Pvt. Ltd (CDPL), (Kathmandu)

Junior Executive (SAP Consultant)

Sep, 2022 - Present

- Successfully implemented SAP Business One ERP Software, enhancing operational efficiency.
- Experienced in various modules within SAP-ERP, including Production, Accounting, and Inventory Management.
- Handling the SAP Issues and resolving them.
- Proficiently used Data Visualization Tools, particularly Microsoft Power BI.
- Experienced in SAP modules such as Sales, Production, Finance, and Inventory, with expertise in tasks such as GRPO, Purchase Order processing, outgoing and incoming payments, and internal reconciliation.
- Proficient in crafting queries using Query Manager to generate reports tailored to specific requirements.
- Experience in DWT, Item Master Data, BOM, Account Determination, creating G/L Accounts, Internal Reconciliation, and much more in SAP Business One ERP

### Deurali Janta Pharmaceuticals Pvt. Ltd (Bashbari,Kathmandu)

Senior IT Assistant

Oct, 2021 - May, 2022

- Administered Windows Server 2016 and managed Hyper-V for virtualization.
- Conducted thorough issue verification and reported solutions promptly.
- Installing the Open Source Application as per the company's requirements.
- System data Backup and Recovery.
- User account management.

### Retail Monitoring Department WorldLink Communications Ltd (Jawalakhel)

Junior Assistant

Aug, 2019 - Sep, 2021

- Assigned outages to the respective branch's ONM (Outage Network Management) team members
- Coordinated updates from nationwide deployed ONM team members, particularly for OLT and GPON-related issues
- Monitoring the OLT and BRAS Traffic and verifying L2 Level Issue
- Collect and analyze data related to network performance and customer issues
- Generating reports to track trends and suggest improvements to prevent recurring issues
- Ensuring the quality of service

## WorldLink Communications Ltd (Jawalakhel)

Technical Support Representative | CSR

Jan, 2019 - Aug, 2019

- Provide step-by-step instructions to customers on setting up and configuring their internet equipment, including modems, routers, and other devices
- Resolved system, hardware, and telephone issues improving efficiency among departments
- IP phone, CCTV configuration and Troubleshooting
- Escalate complex technical issues to higher-level support or network engineering teams for further investigation and resolution

# EDUCATION

## Ambition College (Kathmandu)

BSc.CSIT

## Golden Gate Int'l College (Kathmandu)

Higher Secondary Education Board

## V.S Niketan (Kathmandu)

School Leaving Certiicate

# PROJECTS

## Todo Project

User can Perform The CRUD Operations in the list

## Receipe Project

- Recipe website with Crud (Picture, Name, Category , Description, process, Ingredients).

https://github.com/sanjeebsapkota/Recipe_Project

## Login System

Login and signup interface with the HTML Template

https://github.com/sanjeebsapkota/Django_Login_System

## Inventory Management System

CRUD Method included and Token Based system implemented during Login the user. user can add item purchase price quantity details and update / edit them as per the requrement

https://github.com/sanjeebsapkota/Inventory-Management-System

## Hospital Management System

Hospital Management System

1. User Authentication and Access Control: ⬜ Implement user registration, login, and logout functionalities. ⬜ Define different roles such as Manager, doctor, nurse, and receptionist. ⬜ Set access permissions based on roles.

2. Patient Management: ⬜ Allow receptionists to register new patients with their details (name, contact information, medical history, etc.). ⬜ Enable searching and filtering of patient records. ⬜ Manage patient appointments and scheduling.

3. Doctor and Staff Management: ⬜ Maintain records of doctors and staff members. ⬜ Assign doctors to patients and manage their schedules. ⬜ Allow staff members to update their profiles and availability.

4. Appointment Management: ⬜ Allow patients to request appointments.

5. Medical Records Management: ☐ Store and manage electronic health records (EHR) securely. ☐ Allow authorized personnel to view, update, and add medical records.

6. Billing and Payment: ☐ Generate and manage invoices for patient consultations, procedures, and services.

7. Inventory Management: ☐ Maintain an inventory of medical supplies, equipment, and medications. ☐ Track usage and expenses related to inventory items.

8. Reports and Analytics: ☐ Generate reports on patient demographics, appointments, revenue, and expenses.

9. Emergency Management: ☐ Implement a system for handling emergency

https://github.com/sanjeebsapkota/HMSAPI

## Training/Certifications

### Great Learning

Data Visualization wih Power Bi
2024
In this course, I had the opportunity to learn about Data Visualization, Data Visualization Tools, and Analytics features. I also completed a project where I worked with production and sales data by creating various charts using my in-house SAP B One data

### Mindrisers Institute

Python with Django
2024
In this three-month course, I studied the basics of Python and Django REST Framework (DRF) through some beginner-level projects.

## Skills

Microsoft Power BI, SAP ERP, SQL, Python, Django Rest Api

## Language

Nepali, English