

SUNIL POUDEL

Operations Supervisor | Warehouse Coordination, Inventory & Team Leadership

Riyadh, KSA • poudelsunil078@gmail.com • +966 57 338 5122

PROFESSIONAL SUMMARY

Operations and team supervision professional with over five years of experience coordinating daily operational plans and processes, leading teams to meet schedules and targets, and managing inventory, safety, and efficiency in fast-paced environments. Experienced in stock control and vendor coordination, resolving operational issues, and maintaining accurate records and reporting. A hands-on, safety-focused supervisor with a track record of improving efficiency and reducing costs — well suited to coordinating safe, efficient warehouse operations.

CORE COMPETENCIES

- Warehouse & Operations Coordination
- Team Coaching, Scheduling & Targets
- Inventory & Stock Control
- Inbound / Outbound & Delivery Coordination
- Safety, Security & Compliance
- Vendor & Customer Coordination
- Efficiency & Cost Reduction
- Records, Reporting & MS Excel (Advanced)

PROFESSIONAL EXPERIENCE

Project Manager | Abdal Human Resource

Nov 2022 – Present

Riyadh, Saudi Arabia

- Coordinate day-to-day operational plans and processes to meet work schedules and targets safely and efficiently.
- Coach and guide teams, resolve operational issues, and coordinate with vendors and internal teams while maintaining accurate records and reporting.
- Implement process improvements that raised efficiency by 15% and supported lower operating costs.

Employee Relations Officer | Abdal Human Resource

Dec 2021 – Nov 2022

Riyadh, Saudi Arabia

- Coached and supervised staff and coordinated schedules and targets for a diverse workforce of over 10,000 employees.
- Ensured compliance with company policies and maintained accurate operational records.

Operations Team Lead | Fitstop Gym

Mar 2021 – Nov 2021

Nepal

- Oversaw daily operations, staff scheduling, and inventory management — including stock control, ordering, and vendor relationships.
- Streamlined operational and inventory procedures, increasing customer satisfaction by 20% and reducing operating costs by 12%.

Shift Operations Lead | LuminAID

Jan 2021 – Mar 2021

Nepal

- Led shift operations ensuring strict compliance with safety, quality, and security standards, and coordinated handovers.
- Maintained operational documentation, incident reporting, and stock/records accuracy across shifts.

EDUCATION

Diploma in Software Development | Infinite Tech Solution

2017 – 2019

Tanahun, Nepal

Higher Secondary Education (10+2) | Nepal

ADDITIONAL SKILLS & LANGUAGES

Technical: MS Excel (Advanced), Word, Outlook, MS Project; CRM & Database Management; Python (Intermediate)

Languages: Nepali (Native), English (Professional Working), Hindi (Fluent), Arabic (Conversational), Korean (Basic)