

# Toyannath Sapkota

Longmont CO 80501  
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## OBJECTIVE

To pursue a career in technical leadership utilizing a strong background in Business (MBA/MBS) and BBS. Eager to contribute my expertise toward supporting a progressive organization in optimizing results.

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## CAREER PROFILE

- MS degree in Business Studies (MBA/MBS)
  - Eight years of experience as a Supervisor/Assistant Accountant.
  - 10+ years of successful experience in Medical Device Manufacturing including COS Development
  - Well organized multi-tasker with strong attention to detail
  - Excellent communication skills in cross-functional teams
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## PROFESSIONAL EXPERIENCE

Medtronic / Covidien

### Production Team Lead

2018 to 2023

- Performs a variety of tasks ranging from repetitive to non-repetitive production assembly operations.
- Works from visual aids, method layouts, diagrams, schematics, process flow sheets and written or verbal assembly instructions.
- Sets initial layouts, and uses a variety of tools to prepare product(s).
- Makes continuity checks on work in process and completed.
- May conduct quality inspections on processing line in accordance with quality specifications.
- May disassemble, modify, rework, reassemble, and test experimental or prototype assemblies and subassemblies according to specifications and under simulated conditions.

Medtronic / Covidien

### Line Specialist and Leader

2015 to 2018

- Verify all Manufacturing procedures are current and being followed at the beginning of each shift.
- In close working guidance from Supervisors/Leads, Control the flow of the line by making sure production is constantly moving through the processes.
- Responsible for Line Balancing and making sure correct product is on the line.
- Champion Safety, Quality, deliverability and cost with the team on a nightly basis.

Sujal Dairy Pvt. LTD

### Supervisor of Accounting Department

2012 to 2014

- Verified and oversaw Reconciliation statements, Loans, Paychecks, Payroll sheets and control sheets.
- Reported the daily Bank Reconciliation to the account Manager for approval.
- Prepared and Reported Monthly VAT, Income Tax and TDS documents to the upper management team monthly.
- Trained account Managers in preparing financial statements (i.e Balance sheets, Profit and Loss A/C and Cash Flow)

Sujal Plastic Pvt. LTD

### Assistant Accountant and Production Leader

2007 to 2012

- Daily physical cash verification, vouchers and entry verifications for lower level associates.
- Prepared daily bank reconciliation statements and reports for the Account Officers.

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- Responsible for making the daily accounts payable, accounts receivables and schedules for the account officers.
- Checked and trained low level associates in verifying vouchers and proper entry in banking system.
- Daily physical products verification, also verified with market order.
- Daily checked the Products, for production and expired date are mentioned or not.
- Daily checked the products for the packaging and labeling.
- Daily checked the floor about the safety and quality of products which is ready for market or not.
- Daily checked the floor about the employee time card (in and out).
- Daily checked the floor for the raw materials, WIP and scraped.

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## EDUCATION

**Master in Business**  
**Bachelor of Business**

*Tribhuvan University, Commerce Campus, Nepal*  
*Tribhuvan University, Commerce Campus, Nepal*

## Certifications

- Tally 9
- Tally 7.2

## COMPUTER COMPETENCIES

Agile, KRONOS, MES , ERP System, SOLIDWORKS, Microsoft Access, Excel, Word, Outlook, Visio, Power Point, SharePoint, Database Administration, Windows XP, Windows 7, Windows 8