



Nisargh Purohit

An independent and self-motivated graduate with proven and tested experience in Order Management Supply chain, Accounts Receivable. Acquired a good understanding of principles and practices of association, planning, organizing and Record management with Import & Export

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📍: Dubai, UAE



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PROFESSIONAL SKILLS

Developed a daily tracker report from order intake to final customer delivery
Vendor sourcing
Contract negotiation
Logistics Management
Business administration
Multi-tasking
Procurement expertise

COMPUTER SKILLS

Tally ERP 9
Ms Office (adv. Level)

LANGUAGE KNOWN

English,
Hindi
Sindhi
Marathi
Gujarati

MARTIAL STATUS

Married

Date of Birth

04th April 1991

VISA STATUS

Employment Visa

Nationality

Indian

EDUCATION

Bachelor of Commerce,
University of Mumbai,
India | 2009 – 2014

HOBBIES

Travelling
Playing Cricket
Chess

WORK EXPERIENCE

Order Management Executive

Cara Jewellers FZCO, Dubai, UAE | July- 2015- Present

Operations management:

- Responsible for providing overall Administrative, Logistic support & IT support.
- Supported procurement strategies, assessing objectives and implementing necessary service improvements.
- Reviewed and renegotiated key contracts to maintain cost-effectiveness.
- Documented records on pricing, energy consumption and activity reports
- Developed a daily tracker report from order intake to final customer delivery
- Negotiating the advantageous terms & conditions for new Contracts.

Inventory and Office Management:

- Receive and process sales orders
- **Purchase, Sales & Inventory (PSI)** planning- category wise forecasting to ensure order fulfilment
- Coordinating/ follow up with Clients for order taking, payments & shipping instructions
- Prepare Purchase, Sales & Inventory & other related reports on monthly basis
- Assist in strategic sourcing, procurement, logistics & negotiation of freight .
- Review contracts, purchase and sales orders, Letter of Credits, and shipping documents
- Facilitated project delivery by procuring raw materials and supplies.
- Processed shipping documents and ensured timely delivery
- Prepared regular reports on expenses and office budgets.

Administrative Support:

- Handled daily management for smooth-running administration processes.
- Scrutinized existing practices, how to reduce cost (Cost Management)
- Updated matrixes with product cost changes to facilitate accurate budgeting.
- Worked with department heads to determine requirements for procurement activities.
- Planned & coordinated preventative maintenance & reactive repair work to maintain cost efficiency.
- Reorganized stock room to free space and accommodate additional inventory.
- Maintain Petty cash, financial records and files as per the company policy
- IT Services & Solutions.
- Made travel arrangements for executives and managers and documented travel details in memos for prompt distribution
- Organized documentation and creatives to prepare for publication.
- Managing all security issues at the allocated premises including finding the right security companies, CCTV specialists and guards to protect the premises

Customer Service Executive

Just Dial Ltd, Mumbai, Indian | May- 2014 – Feb 2015

- Handling end-to-end customer queries
- Conduct knowledge transfer Sessions to New Joiner's
- Carrying on intelligent conversation with customer regarding contract
- Resolving the queries of customer on call.
- To provide precise information to the caller ensuring caller satisfaction