



## 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