



NEPAL

D.O.B |
25-10-1995

MALE



NISHAN RAI

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CAREER OBJECTIVE

SEEKING AN OPPORTUNITY TO LEVERAGE OVER 7 YEARS OF EXPERIENCE IN STRATEGIC SOURCING, CONTRACT NEGOTIATION, VENDOR MANAGEMENT, AND COST OPTIMIZATION TO DRIVE OPERATIONAL EFFICIENCIES AND MAXIMIZE VALUE FOR THE ORGANIZATION.

WORK EXPERIENCE

1

LOGISTICS AND SUPPLY CHAIN OFFICER |

T.T.R BANGLAMUKHI NURSERY

DEC 2021-JUN 2023

A PLACE WHERE YOUNG PLANTS AND TREES ARE GROWN AND IMPORTS FOR SALE OR FOR PLANTING ELSEWHERE.

JOB DESCRIPTION

- SOURCE, NEGOTIATE AND MAKE PURCHASE PLAN
- COORDINATE LOGISTICS AND TRANSPORTATION
- FOLLOWUP AND REPORT CONSIGNMENTS
- WAREHOUSE AND STOCK MANAGEMENT
- MANAGE INVENTORY AND DISTRIBUTION
- STORE LAYOUT AND DESIGN
- MAINTAIN SUPPLIER RELATIONS
- PROMOTION AND DIGITAL MARKETING
- TREND FOLLOW AND MARKET RESEARCH
- FILE KEEPING AND MAINTAIN DIGITAL RECORDS
- TEAM MANAGEMENT AND COLLABORATION
- PERFORMANCE EVALUATION AND DAILY REPORT CHECK

2

PROCUREMENT COORDINATOR |

DEKHA HERBALS (P) LTD.

JUN 2015-DEC 2021

A RENOWNED HERBAL MEDICINE COMPANY FOUND IN THE EARLY 1900S, REGISTERED IN 2003.

JOB DESCRIPTION

- SOURCING AND CHAIN MANAGEMENT
- DEALS AND NEGOTIATIONS.
- INVENTORY AND STOCK MANAGEMENT
- VENDOR AUDITS AND RELATION
- PROCUREMENT PLANS AND COST OPTIMIZATION
- ORDER TRACKING AND REPORTING
- SUPERVISE, SUPPORT AND LEAD TEAM
- PRODUCT DEVELOPMENT AND DESIGNS
- MARKET SURVEY AND RESEARCH
- POLICY AND LEGAL COMPLIENCES
- GRAPHICS DESIGN AND PRINTING PRESS
- PROMOTION AND MARKETING STRATEGY
- LICENSE AND PRODUCT REGISTRATION
- DOCUMENTATION AND PAPER WORKS
- MAINTAIN FILES AND RECORD KEEPING

ACADEMIC QUALIFICATION

BBA RUNNING | SUPPLY CHAIN MANAGEMENT | LEARNERS UNIVERSITY COLLEGE | DUBAI.UAE 2023 OCT

HIGH SCHOOL +2 | COMPUTER SCIENCE | MOONLIGHT H. SEC SCHOOL | LALITPUR.NEPAL 2013 AD

TECHNICAL SKILLS

- MICROSOFT OFFICE PACKAGE | OFFICE SUITE, INCLUDING WORD, EXCEL, POWERPOINT, AND OUTLOOK.
- COMPUTER HARDWARE/SOFTWARE | TROUBLESHOOT HARDWARE COMPONENTS AND WINDOWS SOFTWARE SYSTEMS.
- VIDEO EDITING | ADOBE PREMIERE PRO, MOVAVI, WONDERSHARE FILMORA ETC.
- GRAPHICS DESIGN | ADOBE PHOTOSHOP, ADOBE ILLUSTRATOR
- COMPUTER SKILL | COMPUTER SCIENCE [HIGH SCHOOL], SKILLFUL - CAN ADAPT ANY SOFTWARE QUICKLY
- PERSONALITY | CREATIVE, MOTIVATED WITH STRONG PROBLEM-SOLVING SKILLS AND EFFECTIVE COMMUNICATION

LANGUAGES

ENGLISH



HINDI



NEPALI



INTEREST

GADGETS

GAMES AND SPORTS

STOCK MARKET

VISA STATUS

2 YEARS FREELANCE

NOTE: FLEXIBLE WITH SPONSER VISA IF REQUIRED