



CHANDRA KHATI

PROCUREMENT

CONTACT

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Bur-dubai, Dubai

EDUCATION

2007- 2009

HIGHER SECONDARY BOARD

Business Management
Pass Division

6 July 2006

GOVERNMENT BOARD

School Leaving Certificate
1st Division

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

LANGUAGES

- English (Fluent)
- Nepali (Fluent)
- Hindi (Basics)

PROFILE

To enhance my knowledge and capabilities by working in dynamic organization that prides itself in giving substantial responsibility to new talent. where i can get the opportunity to prove my ability by accepting challenges, fulfilling the organizational goal and climbing the career ladder through continuous learning and commitment.

WORK EXPERIENCE

Padma Merchant Company

2021- 2024

Procurement officer

- Effectively managing store operations, including staff supervision.
- Implemented inventory control system for efficient stock management .
- Implemented store strategies and procedures to enhance operational job.
- Maintain an automated supply inventory database.
- Maintaining client records.
- Keep records of sales and restock.
- Presents monthly Stocks reports to managers.
- Strategically overseeing and managing all aspects of procurement way.
- Conducting negotiations with suppliers to secure cost-effective contract.

ADDITIONAL CERTIFICATE

Advance windows from Rara Computer Education

Tally 9.1 From Rara Computer Edcation

Accounting ackage from Soft-Tech C.I.Pvt.Ltd