



ANKITGAUR

PROFILE

Purchasing Supervisor & administrator with a warm and friendly demeanor always A Team builder who is attentive to employees and customer needs punctual problem solver and multitasker Track record of being an essential part of the management team and instrumental in providing effective solutions that contribute to the establishment's long- term success

WORK EXPIENCE

- Purchasing Supervisor, Cashier & Business Partner NRKS International, Delhi, India
- July 2017-July 2022

Purchase daily fresh fruits & vegetables based on customer PO, Quality Check, Handling Logistic to ensure timely delivery, supervise staff, Improve staff performance through training. Resolve staff and customer conflicts in a professional manner Inventory and order business supplies. Responsible for guest billing and payment collection Admin tasks as needed Cashiering, payment to staff & other daily expense

- Purchasing, Receiving Supervisor & Cashier S.N Sawhney & Sons, Azadpur, Delhi, India
- April 2005-June 2017

Purchase daily fresh fruits & vegetables based on customer PO, receiving Items based on PO, Quality Check, Handling Logistic to ensure timely delivery, supervise staff improve staff performance through training. Admin tasks as needed Cashiering, payment to staff & other daily expense

- Hotel Le royal Meridian hotel Doha Qatar

Position Receiving Clerk (Accounting0

July 2022 to still working

EDUCATION

- Diploma in Automobile Engineering Vishweshraya College of Engineering & Technology, Delhi January 2006
- HIGH SCHOOL DELHI - DELHI 2004

KEY SKILLS AND CHARACTERISTICS

- Excellent listener
- Friendly, courteous, and service oriented
- Works under pressure
- Staff Training & Coaching
- Quality Assurance
- Result Oriented

CONTACT

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PROFESSIONAL SKILLS

Analytical & problem solving skills 84%

Communication team 85%

Ability to work in multiple projects 95%

Others 90%