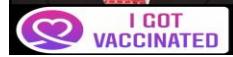


CURRICULUM VITAE

Name:	Prasanna Belavadi Nagaraj	 
Contact No:	+965-50595660	
Email ID:	prasannaprashanth5@gmail.com	
Current Location:	Kuwait	
Nationality:	Indian	
Professional Qualification:	Completed BCom	
Total Work Experience:	5 years +	
Mar 2021	: I Space General Trading Co W.L.L	
Position:	Procurement Officer	
Company Information:	It's a general trading company located in Kuwait	
Job Profile Information:	Present working as a procurement assistance, taking care of purchase department.	
Website:	https://ispacetradingco.com/about/	

Duties & Responsibilities:

- Purchase goods from external sources.
- Find Reliable suppliers to meet our requirements.
- Strong negotiation skills with vendors.
- Monitoring of supplier's performance.
- Admin support. Understanding the market
- Finalize the purchase details of orders and deliveries.
- Issuing purchase order, receiving quotation from the suppliers.
- Order management, invoice approval & process payment.
- Checking the goods before delivery to the client.

Feb 2020 to Feb 2021 (Gap): I had taken a career break because of covid

May 2018 to Jan 2020:

Al Mudaf Al Kulaib Company, Kuwait

Position:

Purchase Assistant

Company Information:

It's a Food & Beverage QSR Restaurant Company

Website:

<https://mkgroup.com.kw>

Duties & Responsibilities:

- Collecting the all requirements from the Restaurant.
- Monitor the stock level every week and get the requirement from the Restaurant.
- Finding new suppliers for food and beverage.
- Review quality of purchased product.
- Prepare reports on purchases, including cost analysis.
- Track orders and ensure timely delivery.
- Issuing purchase order, receiving quotation from the suppliers.
- Checking the quality food before delivery to the Restaurant.
