

# CURRICULUM VITAE

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**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.

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