





Nabee Sher Khan

Talented Purchase & Stores Manager with **07+ years' experience** in managing and improving procurement operations.

DOB: 04-03-1995

CONTACT

 Village-Bhainsawa
Kalwar Road, Jaipur,
Raj.303603

 9571106629

 nabee636@gmail.com

SKILLS

- Computer proficiency
- Professional communication skills
- Team leadership
- Quality assurance standards
- Record-keeping
- Critical thinking skills
- Supplier relations
- Inventory coordination
- Cost controls familiarity
- Decision-making ability

PROFESSIONAL AFFILIATIONS

- Many times awarded by Best Employee, Rockstar performer etc. awards by the Company.

LANGUAGES

Hindi, Regional: First Language

English: Normal Talk

SOFTWARE KNOWLEDGE:

IDS live 7.0, Binix,
WebPro'lfic, Touché, SAP.

EXPERIENCE:

Purchase & Store Manager - from 12th Sept 2023 to till.
Chokhi Dhani Resort-Jaipur (5* Star Resort Property).

- Preparation of Monthly Inventory and Reports.
- Making the market rates comparatives and controlling the overall costings.
- To Prepare the Tender Form of Hotel materials and Finalizing & Purchasing for the same as per negotiated with purchase committee.
- Daily Liquor sale report posting on RSBCL excise online portal.
- RSBCL Monthly & YTD Closing works & Opening Balance updating.
- Coordination with Liquor Company for Purchase of different type of Liquor to be stocked in our store for the Bar promotion schemes etc.
- Managed purchases, receipts and the documentation of finished goods, materials, packaging and ingredients.
- Designed pricing models for quotations.
- Assembled and prepared new purchase order contract folder with all related documentation.
- Monitored weekly, monthly and quarterly achievement goals.
- Negotiated and managed vendor contracts.
- Negotiated new and existing agreements or statements of work of the greatest complexity, including requests for information or requests for proposal and reverse auction generation and facilitation.

Purchase Supervisor from Oct, 01st-2016 to 10th Sept-2023.
Hotel Lemon Tree Premier-Jaipur (04*Star Property).

EDUCATION

Master of Arts (Pursuing)

Rajasthan University - Jaipur, RJ

Basic School Teacher Course (BSTC-2013)

Vivek Teachers College - Kalwar Jaipur

12th Schooling (2012)

Deep Bal Bharti Sr. Sec. School - Bhainsawa, Jaipur-II

CERTIFICATIONS:

- **Certified Food Handler by FOSTAC FSSAI.**
- Tally ERP from Ace Computer Institute, Jhotwara, Jaipur.
- RSCIT from Balaji Computers, Hingonia, Jaipur.
- Office Assistant Course from RKCL Jaipur

Date & Signature

