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**Arpan**

**Email:** [**arpan.382533@2freemail.com**](mailto:arpan.382533@2freemail.com)

**Date of Birth: 29/08/1993**

**Gender: Male**

**U.A.E Driving License - Yes**

**Job Objectives:**

To seek a challenging position in a well reputed company that offers me a maximum personal growth and advancement in applying my knowledge and extensive work experience.

**Attributes:**

# Capable to learn fast, comprehensive problem solving potentiality, analytical skill and time management skill, ability to deal with people diplomatically and good communication talent, confident and committed to the work assigned, strong commitment to develop additional skills according to organizational needs, hardworking, energetic, sincere, honest and team facilitator.

**Education**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXAM** | **INSTITUTION** | **BOARD** | **YEARS** | **RESULT** |
| B.T.S | IGNOU | IGNOU | Completed-2017 | 2nd division |
| B.H.M. | GoldenGate Intl’ College | Tribhuvan University | 2012/2013  (Not Completed) | 2nd yrs(left) |
| HSEB(+2) | Balmiki Providence college | HSEB | 2011/2012 | 64.72% |
| S.L.C | Glory English Boarding School |  | 2010 | 1st (79.88%) |

**Academic Qualifications**

|  |  |  |
| --- | --- | --- |
| **Course** | : | English,accountancy, Math,management,Marketing, Tourism and Hospitality. |
| **Board** | : | (BTS) Bachelor of Tourism Study,  (BHM), Tribhuvan University (2nd yr)left |

**Careers Highlights**

**Purchasing Supervisor:** Gems New Millennium School, AL KHAIL, Dubai,(Since March 2017 till date)

**Duties and responsibilities**

* Maintain records of goods ordered and received
* Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
* Prepare and process requisitions and purchase orders for supplies and equipment.
* Control purchasing department budgets.
* Review purchase order claims and contracts for conformance to company policy.
* Analyze market and delivery systems in order to assess present and future material availability.
* Develop and implement purchasing and contract management instructions, policies, and procedures.
* Resolve vendor or contractor grievances, and claims against suppliers.
* Represent companies in negotiating contracts and formulating policies with suppliers.
* Prepare reports regarding market conditions and merchandise costs.
* Arrange for disposal of surplus materials.
* Administer on-line purchasing systems.

**Administrative co-ordinator:** Gems New Millennium School, AL KHAIL, Dubai, (Since March 2016 to Feb 2017)

**Duties and responsibilities**

* Facilitate problem solving and collaboration.
* Ensure discussions and decisions lead toward closure.
* Maintain healthy group dynamics.
* Motivate and inspire team members.
* Help in making ex-gratia details of team members.
* Co-ordinate with line manager.
* Co-ordinate with housekeeping department for cleaning issues.
* Coordinate meetings and conferences relating to departmental matters.
* Resolves administrative problems by analyzing information, identifying and communication solutions.
* Encourage creativity, risk-taking, and constant improvement.
* Help keep the team focused and on track.
* Respond to non-technical inquires and administrative issues.
* Accomplishes department and organization mission by completing related results as needed.

**Office assistant (Team Leader):** Gems New Millennium School, AL KHAIL,Dubai,(since march 2014 to February 2016)

**Sales Associate**:Bhat-Bhateni supermarket pvt.Ltd, Nepal(March 2012 to July 2013)

**Computer Skills**

MS-Word, MS-Excel,Hardware,photo editing, Basic Graphics design, Can operate online and offline software’s.

(Advance Basic, AccountingandHardware Courses)(Have a good IT knowledge)

**Language Known**

English (Excellent communication and written skills)

Hindi,

Nepali,

Basic French (Have taken a class of French language for six month)