

CURRICULUM VITAE

Chand Kanwar

Permanent Add: - Ward No.4 Jeiphari, Bagar

Dist. Jhunjhunu Rajasthan 333023.

Current Address: - Sector 86, Gurgaon Haryana.

Mob.9024413635

E-mail:- chandkanwar580@gmail.com

CAREER OBJECTIVE

To build career in a growing organization, Where I Can get the opportunities to prove my abilities by accepting challenges, Fulfilling the Organizational goal and climb the career ladder through continuous learning and commitment. Seeking a position in the organization that provides me ample opportunity to explore & excel in the industry.

ACADEMIC QUALIFICATION

- Passed 10th from RBSE Board in 2014.
- Passed 12th from RBSE Board in 2016.
- Passed B.A. from SHEKHAWATI UNIVERSITY in 2021.
- Advance Diploma in Basic Computer.

PROFESSIONAL QUALIFICATION

- Basic Knowledge of Computer.
- Excellent in MS office 2010 (MS word, MS Excel, MS Power Point), Advanced Excel.

EXPERIENCE

- Presently working with M/s WTB Business Pvt. Ltd as a Senior Executive in Purchase from Nov 2023 to Till Date.

RESPONSIBILITIES

- Making RFQ's and sends to vendors of all materials.
- Search & develop alternative vendors for the existing products.
- Negotiation with supplier with (cost break up) at competitive price.
- To make cost comparison of multiple quotation from vendors and release the purchase order.
- Coordinate with finance team for vendor's payment and custom duty.
- Follow-ups with vendors regarding on time delivery of material.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials in warehouse.

PERSONAL SKILL

- Self-Motive and a good team Player.
- Ability to perform under pressure and meet deadline.
- Quick and always eager to learn new technologies.

PERSONAL PROFILE

Husband Name	Kuldeep Singh
Date of Birth	15/July/1999
Sex	Female
Material	Married
Languages	Hindi, English
Nationality	Indian
Hobbies	Listings to Music

DECLARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Date: -.....

Chand Kanwar