Chahat Arora

Purchase executive

# Contact

### Email

chahata916@gmail.com

## DOB

06.03.2002

### Gender

Female

### Nationality

Indian

# Language

Hindi English Punjabi

# Skills

Vendor negotiation

Problem - solving Adaptability



Teamwork



Time management



# Objective

Seeking a challenging and fast-paced role where I can leverage my skills and experience to make a significant impact. Excited to contribute to an organization that values continuous learning and growth.

# Education

*(Mar 2021 – May 2022)*

## NIOS

12th

*(Aug 2022 – Continue)*

## IGNOU

BBA

# Experience

*(Feb 2021 – October 2024)*

### Purchase executive

Prakash yantra udyog pvt ltd

* Negotiated contracts with suppliers to secure best prices and terms for the company. Participated in trade shows and industry events to keep abreast of market trends. Collaborated with departments to forecast demand and plan purchases accordingly. Prepared detailed purchase orders, ensuring specifications and delivery timelines were met. Cultivated strong relationships with suppliers, facilitating open communication and collaborative problem solving. Resolved disputes with suppliers regarding quality, delivery, or invoicing issues, maintaining positive relations while upholding company standards. Coordinated with finance and budgeting departments to align purchasing strategies with financial objectives and constraints. Managed inventory levels to meet operational needs while minimising excess stock and associated holding costs. Maintained required inventory levels at minimal cost. Created and managed budgets for improved cost control. Scheduled transportation of outgoing goods to meet customer requirements. Tracked inventory levels and optimised ordering strategies to meet availability needs whilst maintaining budget goals. .

*(October 2024 –* *Currently working)*

### Purchase executive

Tryker India LLP

* + Managed purchases, receipts and the documentation of finished goods, materials, packaging and ingredients. Collaborated with departments to forecast demand and plan purchases accordingly. Prepared detailed purchase orders, ensuring specifications and delivery timelines were met. Coordinated with finance department to streamline invoice processing and payments. Updated procurement records, maintaining accurate and current supplier information. Managed inventory levels to meet operational needs without overstocking. Maintained required inventory levels at minimal cost. Monitored office supplies inventory, placing orders to avoid shortages and maintain operational flow. .
	+ Help companies streamline procurement processes, Find cost- effective suppliers, Identify new products and technologies, Help companies navigate the complexities of the Chinese market, and Establish successful business relationships with Chinese suppliers