



Varun Bhandary

PURCHASING & ACCOUNT EXECUTIVE

W O R K E X P E R I E N C E

Purchasing & Account Executive(Department of Purchase)

Anwar Al Bahrain Phones / Tubli / Jun 2020 - Present

- Handling high volume of purchase, reviewing and approve purchase orders before ordering goods.
- Contact vendors from China, Dubai, & Bahrain to obtain price quotes and perform negotiations and ensure that all purchase operations are performed in accordance with company policies and procedures.
- Follow-up on delivery schedules, payment delays, and invoice queries and manage delivery schedules and status of goods.
- Maintain records of purchases .
- Co-ordinate with suppliers to ensure that goods are delivered on time.
- Negotiate price and terms with suppliers from China, Dubai, & Bahrain.
- Inspect goods for any defects and missing parts.
- Recommend improvements to purchasing procedures for operational efficiency.
- Perform purchase operations within the assigned budget.

Accountant (Department of Accounts & Administration)

CoCo Dip Juice and Chocolates / Kingdom of Bahrain / Nov 2018 - Jun 2020

Accountant

- Prepare asset, liability, and capital account entries by compiling and analyzing accounting information.
- Prepare and maintain accounting data, tax returns data, administering payrolls and controlling income and expenditure.
- Provide financial information to management by researching and analyzing accounting data, preparing reports.
- Prepare asset, liability, and capital account entries by compiling and analyzing accounting information.
- Summarize current financial status by collecting information, preparing profit and loss statement, balance sheet.
- Reconcile financial discrepancies by collecting and analyzing account information.

Administrator

- Plan and co-ordinate administrative procedures and systems and devise ways to streamline processes.
- Assess staff performance and provide coaching and guidance to ensure maximum efficiency.
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations.
- Monitor inventory of office supplies and the purchasing of new material.

Officer (Department of Relationship & Communication)

Manipal Health Enterprises Pvt. Ltd / Mangalore / Aug 2017 - Nov 2018

- Maintain KMC hospital laboratory equipment performance by establishing quality standards, developing operations method and ensuring staff compliance.
- Maintain laboratory productivity by monitoring workload of functional areas, identifying peak and slack periods, making operational or staffing adjustment.
- Oversee daily marketing operations consistent with the strategic plan and expand marketability by researching, identifying, and capitalizing on market opportunities by

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A B O U T M E

Experienced Purchase Executive, Accountant and Administration Professional with 4+ years of experience optimizing productivity and service quality across various environments. Highly dependable and reliable support specialist and leader that blends advanced organizational and business acumen. Works effectively with cross-functional teams in ensuring operational and service excellence.

collaboration with other hospitals and meeting doctors in personal.

- Identify advertising opportunities and plan, develop and implement campaigns in both print publications and online. Analyze effectiveness of advertising, press and possible improvements.

EDUCATION

MBA

Alva's Institute of Engineering and Technology / Mangalore / 2017

Marketing & Human Resource

BBM

St. Raymond's Collage / 2015

Marketing & Administration

TOOLS

Tally ERP 9.0, MS Office Applications, Odoo

SKILLS

Purchase Management



Finance Operation



Vendor Management



Documentation & Control



Technical Skills



Administrative Planning

