**Gulfjobseeker.com CV No:** **1348896**

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To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

**Career Objectives**

 **Intend to establish myself as a professional specializing in the field of Logistics and Warehousing thereby enhancing my technical and functional skill coupled with overall personality development in order to face the challenging times ahead. To associate myself with the company through a long term commitment contributing to the company’s growth and in turn ensuring personal growth that would utilize all my key strengths and capabilities encouraging creativity and involving exploration of new horizons.**

**Job Profile**

* **Mr. Kris Kurian working as Invoice Controller with U.A.E.Armed Forces from December-2013.**
* **In the Medical Logistics Centre Planning &Budgeting Department.(United Arab Emirates, Abu Dhabi).**
* **My job is related with Immediate Procurement Process (IOR) with Medical Stores Head Quarters of Zayed Military Hospital.**
* **With reference to Global Medical Solution. (United Arab Emirates, Abu Dhabi)**

**JOB DESCRIPTION**

**INVOICE CONTROLLER Dealing With Immediate Procurement Process Of Zayed Military Hospital With Reference To Global Medical Solution**

* **Registering unplanned material items of each department.**
* **Making table of unplanned material of each item.**
* **Arranging the quotation and selected list of each supplier.**
* **Informing it to the planning and budgeting head.**
* **Arranged quotation and selected list is to be signed by the Commander or by the Deputy Commander**
* **Once when it is signed an official letter is prepared from the planning and budgeting head regarding for the payment approval which is been done by GMS.**
* **These official letter, quotation and selected lisit orginal is given to GMS and a set of copy is been kept with us for our reference.**
* **From GMS they issue L.P.O for those quotation and selected list.**
* **The L.P.O which is been received from GMS is kept with us signed from the respective department.**
* **And copy of each L.P.O is given to the respective department.**

**IOR-Immediate Procurement Process**

* **Payment invoices are received from GMS**
* **Which is been checked from our side regarding penalty or without penalty for the payment to the suppliers.**
* **Once when it is checked an official letter is been made from our department regarding the payment approval to get it signed by the Commander or Deputy Commander.**
* **And the letter is been sent to the GMS for the payment approval.**
* **And a copy of a letter is been kept with us for our reference.**
* **And even penalty of G.H.Q SAP L.P.O is also checked.**

**MOI-Medical Request Form**

* **It is an emergency request required from the hospital for the patients.**
* **The respective department quotes the item which is required.**
* **And we register in our unplanned material.**
* **And make an official letter which is to be signed by the Commander and Deputy Commander.**
* **And sent to GMS for the payment and copy of the letter is kept with us for our reference.**

**Education**

|  |  |  |
| --- | --- | --- |
| **Course** | **Year of Completion** | **University** |
| **MBA****(Marketing)** | **2013** | **VISVESVARAYA TECHNOLOGICAL UNIVERSITY** |
| **Bachelor of commerce****(Finance)** | **2010** | **BANGALORE UNIVERSITY** |

**Languages**

* **Malayalam- Mother Tongue.**
* **English- Excellent reading, writing and speaking.**
* **Hindi-Excellent reading, writing and speaking.**
* **Kannada-Excellent speaking.**
* **Tamil-Excellent speaking.**

**Skills**

* **Good Interpretation Skills.**
* **Diploma in financial and foreign accounting (Lakhotia Computer Centre Cochin).**
* **Proficient in M.S office (Cambridge Educational Institute Approved by Ministry of Education U.A.E).**

**Personal Strength**

* **Good Understanding Ability.**
* **Team Leadership.**
* **Ability to work in a team.**
* **Well Prepared to adapt to difficult situations.**

**Main Project**

**Project Name: Effectiveness of Sales Promotion Strategies of Pantaloons Ltd in Phoenix Mall**

 **Bangalore, Karnataka India**.**(Aditya Birla Group)**

**Description: The aim of this project is to understand the promotion strategies followed by Pantaloon Company .**

**Mini Project**

**Project Name: The Study Was About Customer Satisfaction in More Retail Store Bangalore, Karnataka India.(Aditya Birla Group)**

 **Description: The aim of the project was to understand how well the customers**

 **was satisfied with the products sold in More Retail Store.**

**Industry Exposure**

* **Industrial Visit to Infosys Bangalore (India).**
* **Industrial Visit to Bombay Rayon Fashion Ltd Bangalore (India).**

**Credentials**

* **Participated in Inter College & Intra College Fest.**
* **Coordinated ACME- Commerce Association During B.COM.**

**Personal Interest**

* **Gardening.**
* **Browising.**
* **Watching Movies.**

**Holder of U.A.E Driving License**

**Declaration**

**I hereby declare that the above information is true and correct to the**

**best of my knowledge.**