**CURRICULUM VITAE**

**ANISH**

[**ANISH.360453@2freemail.com**](mailto:ANISH.360453@2freemail.com)

A dynamic purchase professional with more than 11 years of procurement experience in UAE market, From ISO 9001 certified companies. A strong and agile personality with in-depth knowledge about local suppliers, procurement procedures, strong negotiation and communication skills. Over the years, have developed a deep understanding on the sourcing requirements for projects of turnover worth more than 2 billion, keeping strict project deadlines and delivering critical and routine materials on time.

**Organization : M/s ROOF CARE CO LLC (A Division of Henkel PolybitInd Ltd)**

**Period : 01.05.2010 to till the date**

**Position : Purchase in Charge**

Job Profile

* Control Functioning of Purchases and receiving
* Negotiation with different suppliers to achieve optimum procurement benefits for the company in line with project cash flow forecasts and budget schedules.
* Preparation of Bid – Tab comprising sourced information on material price, Lead-time, and brand name, method of delivery and mode of payment.
* Co – ordination with various suppliers for delivery of materials to its designated sites / departments in line with the confirmed orders and ensuring company’s standard QA / QC requirements.
* Completion of documentations procedures in order to meet the terms and conditions of supplier payments.
* Follow up on Back Ordered Purchase Orders, documentations of cash purchases, keeping track of LPO approval procedures.
* Provide feedback to Bidding Department with updated price / vendor information, conducting periodical vendor appraisals and sourcing of new suppliers.
* Maintaining minimum Stock level.
* Stores inventory. Has implemented the warehouse control procedures in four warehouses in UAE and managing the warehouse keepers and handling year end audits from Henkel Germany, ISO audits, DM audits, Internal audits etc. He was instrumental in implementing the warehouse control procedures in our four warehouses in UAE and managing the warehouse keepers and handling year end audits and other audits from Henkel, Germany. He has achieved the savings targets

**Organization : M/s CONDOR BUILDING CONTRACTING CO LLC**

**Period : 05.05.2005 to 30.04.2010**

**Position : Senior Purchaser**

Job Profile

* Floating enquires for various construction materials for **Civil, Electrical,Mechanical,** services and Utilities and as such materials for Plant & Equipments, from various suppliers, taking quotations, placing purchase orders and ensuring proper delivery on time with best payment terms.

Objectives

To be part of an organization which will provide me with ample opportunities to hone my skills and in the process help me to carve my professional growth as I invest my entire abilities and skills for the furtherance of the organization.

Education

BBM (Bachelor of business management) R VS College of Arts and Science, Coimbatore, affiliated to Bharathiar University Tamilnadu, India, 1995 - 1998

Pre-Degree at Christ College, Irinjalakuda under the

University of Calicut, Kerala State, 1993 -1995

SSLC, Don Bosco H.S., Irinjalakuda under the

Board of Public Examinations Kerala State, 1993

Computer Literacy

Packages : MS WORD, MS EXCEL, Knowledge in ERP

Packages Such as Focus, Al thurah and Beams

Work Experience

I. Company / Organization : **KSE Ltd**.Irinjalakuda, Kerala

Position : Junior Sales Accountant

Period : 1998 – 2000

2. Company / Organization : **CASINO Hotels Ltd.**Thrissur, Kerala

Position : Marketing Executive

Period : 2000 – 2002

3. Company / Organization : **CENTURION Bank Ltd**Irinjalakuda

Position : Marketing Advisor

Period : 2003 August to 2005 April

Personal Information

Nationality : Indian.

Sex : Male.

Marital Status : Married.

Date of birth : 10 - 08 -1977

Languages known : English, Hindi, Malayalam and Tamil.

Strengths

* + Excellent team player with good leadership qualities.
  + Excellence in customer care & sales.
  + Good communication, interpersonal & convincing abilities.
  + Ability to adapt with new conditions and survive in the crisis with determination and perseverance.
  + Having good observation and analytical skill.
  + Aggressive and innovative approach and having a desire to do something better than existing.
  + Comprehensive problem solving abilities with sense of humor

Personal Reference

Available upon request

I hereby declare that the information furnished here is true to the best of my knowledge and belief.