**First Name of Application CV No 217170**

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**CAREER OBJECTIVE**

Seeking a position to utilize my skills and abilities in an organization that offers challenge and to pursue a career in a corporate with a professional outlook, good working environment and growth prospects.

**SKILL SUMMARY**

* Willing to assume responsibility, Self-motivated.
* Skill in applying a logical, common sense approach to seeking practical solutions.
* Proficient in sales skill.
* Believe in attitude, Hardworking with commitment, can learn things quickly & good communication skill.
* Thirst for knowledge open-mindedness and willingness to experiment

**PROFESSIONAL EXPERIENCE**

**Organization** **:** Al Manama Group

**Nature of Business** **:** Hypermarkets.

**Period** **:** August **2005** to June **2015 (10 Years)**

**ROLE: PURCHASING COORDINATOR**

 **Job Responsibilities:**

* Process purchase requests by placing orders for a wide variety of goods and services and reviewing orders for quantity, specifications, delivery requirements.
* Processes merchandise receipts, returns, credits, and interact extensively with staff, and vendors.
* Ability to successfully complete a wide variety of daily administrative purchasing duties

 (i.e. following up on orders; confirming delivery of PO's; filing of documents; delivery of receipts; entry of receipts; resolution of order discrepancies, etc.)

* Assist Purchasing Manager in maintaining vendor lists, product information and purchase order records.

**ROLE: IT SUPPORT**

 **Job Responsibilities**:

* New Item Creations categorically & Updating with Branded descriptions
* Updating Purchase cost change.
* Monitoring the store sales price batch wise updating as per the new cost.
* Control Price Discrepancy reports.
* Generating reports on Daily, Weekly & Monthly to Business Development Manager.
* Visit to all department stores to check the shortage items in shelves and submit the same to Business Devolvement Manager.

**ROLE: LOGISTIC COORDINATOR**

**Job Responsibilities**:

* Checking and Controlling of all invoices and stock of the Vendors.
* Acceptance of all purchasing invoices after checking & updating the same to the System.
* Processing the invoices for Accounts Department along with necessary Documents.
* Coordinating with Accounts Department.
* Taking the Daily pick list From the System & Issue to Store Keeper.
* Physical stock checking to find out the out of stock items & over stock Items.
* Preparing LPO to Vendors & Processing the same to Purchase Department.
* Maintaining the Damage goods register.
* Random stock taking thru PDA.
* Controlling the Vehicles for delivery to various shops.

**ADDITIONAL** **SKILLS**

* Full Product Knowledge of all the foodstuff and grocery Items available in Supermarkets and Hypermarkets.
* Good working knowledge of Navision Software ( Inventory Module )
* Typing Speed Higher.

**ACADEMIC** **QUALIFICATION**

##### Completed BA Economics from Calicut University in the year of 2001.

* Diploma in Hardware & Networking.

**COMPUTER SKILLS**

* Operating Systems : Windows XP/7,8, Linux
* Packages : MS–Office(Word,Excel,Power point)
* Web : Internet and E-mail

**PERSONAL DETAILS**

 **Date of Birth** **:** 08/10/1982

 **Sex** **:** Male

 **Marital Status :** Married

 **Nationality :** Indian

 **Languages Known :** English, Hindi, Tamil & Malayalam