**SREENATH**   
Email: [sreenath.370716@2freemail.com](mailto:sreenath.370716@2freemail.com)

**Educational Qualifications**

* Master of Business Administration (Marketing) 2003-2005.
* Bachelor Science Degree Of Hotel Management 2000-2003
* Diploma In Accounting Tally ERP 9 2011 Jan-Sep
* Diploma in F & B production Under Food Craft Institute, Kozhikode, India .

**Career Summary**

* More than 8.9 years of experience in various facets of procuring materials from international markets.
* Experienced with inviting and allotting Quotations.
* Expertise in developing local vendors, reducing the cost of procurement of material.
* Successfully implemented vendor developments.
* Experienced with implementing systems of inventory management avoiding over-stocking or wastage.
* Working knowledge in Accounting Section and with Tally ERP 9.

**Key Skills**

**For Purchase management**

* Procurement of raw material from national and international market.
* Development of alternative local sources for imported raw materials which helps in cost saving.
* Purchasing machines with improved technology to increase production.
* Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
* Liaison with the production department to maintain optimum inventory.
* Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
* Liaison with finance department for timely payment of bills.

**For Vendor Development**

* Effective management of vendor database.
* Development of new vendors.
* Discussion with vendors about company’s requirements and help them in improving their performance.
* Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
* Timely clearance of payments & handling vendor inquiries.

**For Stores Management**

* Maintaining the stock of material without any variance by conducting stock verification and documentation.
* Implementing Standard Operating Procedures within the warehouse.
* Regularizing material receipts and ensuring the fluidity of stocks from warehouse to stores.

**Achievements**

* Revived old vendors supplying crucial raw material by effective management of database which saved time in looking out for new vendors and started immediate production.

**Employers**

* Working as **Purchaser** in ” **Professional Interiors & Furniture Co LLC**.” From OCT 2011 to 2017 present.
* Worked as **Purchase & Sales Executive** in “**Compu cell** Mobile Phones Wholesales LLC.” from Nov’2006- Nov’2009.
* 2 month Industrial Trainee at **Hotel Empire**, Sivaji Nagar Bangalore (F&B Production )
* 3 month industrial Trainee at **Hotel Renaissance**, Palarivatom, Kochi (F&B Production)

**Computer Knowledge**

Well versed with MS Office, Windows7 and Windows XP.  
Working knowledge of Tally ERP9.

**Personal Details**

**Date of birth           :**  5th APRIL, 1983  
**Languages known:**  English, Hindi, Malayalam, And Tamil

**Driving License** : India & Gcc (oman)