NIVED

**P U R C H A S E M A N A G E R / N E B O S H C E R T I F I E D S A F E T Y O F F I C E R**

# P R O F I L E

I am an enthusiastic and high energy-driven professional, seeking a fast-paced position in a reputed organization which will harness my professional skills and give me opportunities for personal growth.

C O N T A C T

 [**nived-393512@2freemail.com**](mailto:nived-393512@2freemail.com)

# T E C H N I C A L S K I L L S &

C E R T I F I C A T I O N S

**Certified Nebosh Safety officer**

Programming Languages:

.**NET**

Operating Systems: **Windows, Apple,Linux** Packages: **Microsoft Office Full**

Expertise: **MS Excel, Auto Swift**

# P E R S O N A L D E T A I L S

## UAE Driving License Holder: Yes

**Date of Birth**: 30/08/1990 **Nationality**: Indian **Marital Status**: Single **Languages Known**: English, Hindi, Tamil, and Malayalam (Native)

# E X P E R I E N C E

## PURCHASE/STORE MANAGER



### D u b a i , U A E A p r i l 2 0 1 7 - M a r c h 2 0 1 9

Managed all procurement activities for company racing events. Provides assistance with direct marketing initiatives, campaigns and promotional activities.

Managing the key supplier relationships and contract management, catering, venues, hotels.Assist the marketing team for international events airing in different countries.

Ensuring all details are taken into consideration in the planning phase, costs, health and safety, compliance with regulation of Dubai Autodrome.

Coordinated with sales and marketing department for sale and promotion of Merchandise, parts, tires etc for national and international events.

Managed and supervised warehouse inventory and its national/international shipping, receiving and maintaining shipment documentation.

Developed and launched integrated, multi-channel print, catalog, web and direct marketing campaigns for race and other events. Supervised administrative support staff in purchasing, as well as all warehouse personnel.

Managed detailed records of purchases and inventory. Generated reports and prepared presentation for the management to understand the logistic and procurement perspective.

Handled merchandise on regular basis and participated in sales events.

Partnered with Accounting Department to resolve merchandise invoice discrepancies and reconcile monthly merchandise accrual forms.

## P U R C H A S E O F F I C E R

### D u b a i , U A E

***A p r i l 2 0 1 5 - M a r c h 2 0 1 7***

Maintained detailed records of order fulfillment and stock replenishment.

Contributed towards cost reduction by vendor management. Worked closely with accounting team for cost control.

Created an efficient space utilization plan and managed storage.

Located suppliers for better pricing and quality products. Participated in the preparation of events and races.

Participated in accounting activities for key events and in case of staff shortage.

Coordinated with racing teams for event requirements. Handled shipping of the spare parts and prepared necessary documents for it.

Coordinated with the head office for financial and auditing requirements.

# P R O F E S S I O N A L S K I L L S

Project Management Documentation and Business Analysis

Cost Control

Time Management

Creative and Critical Thinking People Management Coaching and Quality Management

**PROJECT COORDINATOR**

### I S H O R E S O F T W A R E S O L U T I O N , K a n n u r , I n d i a ,

***J u l y 2 0 1 4 – F e b r u a r y 2 0 1 5***

Coordinated with clients and web developers to get the desired output.

Coordinated and managed the creation of all assets including website, blogs, posters, brochures, info graphics, videos, etc. Actively worked to improved brand presence of the organization.

Regularly tracked and gathered insights into competitor's strategies.

Maintained and managed all our social media channels.

Liaised with Marketing, Sales and Product development teams. Suggested strategies for process improvement and stayed up-to- date with current market trends.

# P E R S O N A L S T R E N G T H S



Self-motivated Fast learner

Good communicator Detail-oriented Analytical Thinking

A C A D E M I C S

Bachelor of Computer Applications (BCA) from DR. C.V Raman University(2009 -2012)

12th Grade From CBSE Board, Kerala India – (2009)

E X T R A -

C U R R I C U L A R A C T I V I T I E S & H O B B I E S

Photography

College Football team Captain

College & School Athletic team leader Internet Surfing Badminton Player Currency Coin Collection

**ASSISTANT MARKETING MANAGER**

### N A S A G E N C I E S , K a n n u r , I n d i a N o v e m b e r 2 0 1 3 - A p r i l 2 0 1 4

Supervised and oversaw the performance of a big team in day-to- day operations of the distribution network of ACC Cements.

Completed relevant documentation and maintained accurate records, as well as prepared all relevant reports and data as required by management.

Managed a group of subordinates and performed team lead duties including delegating tasks, negotiating workloads, assessing performance and reporting on developments

Ensured team members follow company policies.

Ensured the product marketing processes were up to high standard.

Planning and supervised marketing operations to achieve revenue targets.

**C O - O R D I N A T O R**

### O P A L S O L U T I O N S , K a n n u r , I n d i a D e c e m b e r 2 0 1 2 - N o v e m b e r 2 0 1 3

Was involved in handling the complex network of suppliers and clients for projects undertaken.

Actively created brand awareness of the organization through social media promotions.

Handled the budget allocation for purchases and executed the procurement effectively on daily basis.

Prepared reports for safety stock and inventory gaps and maintain accurate and detailed records of the inventory. Monitored all inventory issues and ensured effective resolution for all.

Evaluated all stock and ensured accuracy in count and prepare discrepancy reports in case any damage to same.

Ensured compliance to all policies and procedures and manage inventory for organization.

Performed audit on various shipping invoices according to company policies and procedures.

Coordinated with sales departments and provide inventory support at all times.

Processed Supplier quotations and invoices for the organization