

RISHIN

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OBJECTIVE

Looking forward for challenging and enriching role in the field of procurement where I can utilize my potentials, skills, and abilities and substantially contribute towards the development of the organization

Profile Highlights

S Proven acumen to develop effective procurement strategies and policies to achieve optimum cost of goods and services and overall procurement functions within the required time, budget and quality standards.

Material Management

Procurement

S Effectively undertaken vendor development and management, conducting evaluations to ensure adherence to all procedures and quality guidelines.

Strategic Sourcing

Vendor Development

Core Competencies

S Proficiency in identifying, sourcing and evaluating potential vendors coupled with excellent skills in consensus building, organizing, and price negotiation, tendering and estimating long term and profitable contract management.

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| Negotiation Skills |
| Resource Optimization |
| Analytical Skills |
| ERP |
| Sales Coordination |
| Sales Proposals |
| Customer Service |

S Strong capabilities in developing and nurturing stable sources of supply/ processing of products on long terms business alliances.

S Deft in local purchase, international sourcing, new vendor development, procurement management for project, stock and capex requirements.

S Expert in preparing and processing purchase orders in ERP software (FACT, MS Dynamics, MS Ax)

S Competent in developing and sustaining effective relationship with customers for increasing business opportunities

S Proficiency in providing administrative support to different departments aimed at coordinating sales efforts appropriately

S Delivers an expellant customer experience, helping customers to choose right product/service for their requirement

# Professional Experience

Procurement Executive (Non-Commercial Operations) Apr 2015 - Aug 2019 Responsibilities:

* Procurement of all kinds of materials for HQ and Shops
* Preparing purchase order in ERP software
* Coordinating and following up with vendors and make sure the timely delivery and service
* Identity correct source of material procurement
* To effectively plan and monitor purchase in conformance to the specific project requirement within time, cost and quality
* Carrying out market surveys for source generation & price comparison to be able to purchase material in minimum possible time at optimum prices
* Ensure the quality & quantity of materials received from vendors
* Checking the delivery note and invoice control and send to finance department for payment process
* Developing relationships with all local and international vendors
* Ensuring all purchase operations are performing in accordance with company policies and procedures
* Recommending improvements to purchasing procedures for operational efficiency
* Maintaining records of supplier contracts, agreements, goods ordered received
* Evaluate supplier performance based on quality standards, delivery time & best prices and ensure all the criteria are met according to the organizational requirements and expectation
* Negotiating with the vendors for Rate, delivery and payment terms
* Preparing & maintaining proper records regarding the purchased and shipped products for inventory management
* Creating different reports as required by management

Service Coordinator (IT Department) May 2011 – Apr 2015

Responsibilities:

* Manages activities in the information technology procurement function
* Preparation & Processing Purchase Requisitions
* Purchase Orders processing
* Checking Confirmations of order, delivery note and invoice control
* Coordinating and following up of schedules, deadlines & delivery dates
* Delivering cost savings for the company
* Extensive use of internet for finding & developing new suppliers
* Developing relationships with distributors
* Preparation of Monthly & Yearly Sales Report
* Supporting the field sales & technical team
* Preparation of quotations according to the sales team requirement.
* Open and maintain customer accounts by recording account information
* Manage large amounts of incoming calls
* Responding to all requests for information/enquiries quickly
* Resolve customer complaints by assigning Technical teams
* Compile reports on overall customer satisfaction
* Assisting customers in making a decision about a product or service to buy
* Keeping accurate records of discussions or correspondence with customers

Previous Experience

Junior Officer Malappuram, India Dec 2009 to Feb 2010 Office Executive Thalassery, India Mar 2010 to Aug 2010

Educational Credentials

Bachelor’s Degree in Mathematics | Calicut University, India |2009

Professional Qualifications

Diploma in Financial Accounting | Spectrum Computer Education, India |2009

Computer Skills

* Proficient in MS Office (Excel, Word, Outlook & PowerPoint)
* Proficient in Tally Accounting Software
* Ability to work with different operating systems like Windows 7, 8 & 10
* Expert in Internet Browsing

Personal Details

Date of Birth : 23rd October 1988

Languages Known : English, Hindi, Malayalam & Tamil

Nationality : Indian

Marital Status : Married

Visa Status : Visit Visa