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|  |  | **Viswanathan** |
| Profile +19 years of experience in diverse field in the areas of Inventory Management, Sales and Marketing, Procurement with strong analytical reasoning skills. My Objective Seeking an opportunity to contribute in a challenging position that could make best use of my knowledge, skills and values acquired through extensive education and skills skills Communication  Decision Making  Time Management  Inter Personal Skills  Problem Solving  Adaptability  Teamwork personal details Name : Viswanathan  Nationality : Indian  Visa Status : Residence  D.O,B : 03.02.1973  Driving License : Valid UAE License Holder |  | professional expericenceFoodstuff Trading Company in Sharjah PURCHASE SUPERVISOR **April 2009– Till Date**   * Complete monitoring of procurement activities. * Overall responsibilities of Export Purchase ( air shipments) * Creating supplier chain with effective pricing. * Complete scrutiny of LPO’s and liaises between suppliers, manufacturers, relevant internal departments and customers. * Follow ups with suppliers for pending supplies. * Thorough market study market trends and awareness of current market condition and maintaining Quotation updates. * Coordinating with sales team for the nonmoving items to eliminate the inventory losses. * Procuring the quality Item with right cost with minimum inventory and keep a constant check on stock levels. * Train and supervise the work of other members of staff. * Conferring with purchase dept.during the early stages of new products to prevent problems with the supply of new orders. * Attending Purchase meeting on weekly basis for the updates with management. * Supplier meetings for any new products update and for price negotiation and maintaining supplier lists with Price lists.   **Achievements**   * Best supply chain created with effective pricing. * Timely actions taken to move nonmoving items and reduced inventory losses. * Received best employee award in 2018. * Recognized good working relationships with customers/clients. * Training to the new procurement employees in a very successful manner.  PLANET HOLLYWOOD & PYRAMIDS WAFI CITYASST COST CONTROLLER **May 2006–March 2009**   * Complete cost control on Food & Beverages of 18 outlets. * Day to day inventory monitoring and spot check audits. * Complete stock reports reconciliations and monitoring the controls. * Complete scrutiny of the invoices received on inventory testing basis. * Preparation MIS reports for Food & Beverages and cross verify with actual quantities and invoice along with GRN’s * Ensure the portion, size, quality of the all food items in line with standards set by the management and control check for spillage |

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| ContactMOBILE 0504753686  **Email :** [**viswanathan-399651@2freemail.com**](mailto:viswanathan-399651@2freemail.com) Hobbies Browsing  Reading  Outing  Yoga Education Bachelor of Science  University of Madras computers MS Office  FIDELIO Software F&B  VISSAC |  | PLANET HOLLYWOOD & PYRAMIDS WAFI CITY (COMMISSARY’S DEPT)ASST INVENTORY CONTROLLER **April 2003–May 2006**   * Responsible for food, beverage, & general store as per system and procedures laid down by the management. * Checking the daily delivery schedules and ensures all proper documentation related to the deliveries. * Checking of both receiving and delivery material quality and quantity. * Filing of purchase invoices and F& B requisitions on daily basis * Maintaining minimum order quantity level to ensure stocks at all times. * In absence of purchaser, placing of market list, order to suppliers and follow up. * Responsible to ensure proper storage of materials and monitor security control.  PLANET HOLLYWOOD & PYRAMIDS WAFI CITY (PASTERY & BAKERY)SALES & MARKETING **April 2001–May 2003** |
| **LANGUAGES KNOWN**  English - Read, Write & Speak  Tamil - Read ,Write & Speak  Hindi - Speak  Malayalam - Speak |  | * Marinating the petty cash. * Generating inquiries from existing * Inquiry processing, preparation of quotations * Coordinating with outlet chefs and check the inventories * Prepare the bills the package of RIO * Preparation of daily sales reports, quotation status reports and analysis on the same       \*\*\*\*\*\*\*\*\*\*\*\* |