

VISHNU VIJAYAN

ASSISTANT PURCHASER WITH STORE KEEPER

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SUMMARY

Conducting product research and sourcing new suppliers and vendors. Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals. Performing inventory inspections and reordering supplies and stock as necessary.

EXPERIENCE

ASSISTANT PURCHASER WITH STOREKEEPER.

DOLPHIN BAKERY – AJMAN, UAE.

01-11-2022 - Present.

- Conducting product research and sourcing new suppliers and vendors.
- Coordinating with the delivery team and following up on delays or orders that have been rescheduled.
- Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals.
- Performing inventory inspections and reordering supplies and stock as necessary.
- Conducting market research to keep abreast of emerging trends and business opportunities.
- Inspecting stock and reporting any faulty items or inconsistencies immediately.
- Ensuring all stock is packaged appropriately and delivered to the correct location in a timely manner.
- Attending product launches and networking with industry professionals.

ADMINISTRATIVE / OFFICE ASSISTANT.

WALQ-AYUSH FOOD INDUSTRIES LLC FZE-JEBEL ALI-UAE.

18-05-2019 – 31-01-2022

- Performed daily administrative functions such as answering calls and emails, scheduling meetings, writing multiple reports and other forms.
- Maintained an inventory of office supplies.
- Provided constant and reliable administrative support to 10 office team members.
- Maintained, coordinated and updated the client database, records and mailing lists.
- Perform administrative and clerical tasks (scanning or printing).
- Answers phone calls, scheduling meeting and support visitor.

EDUCATION.

MASTER'S DEGREE.

HUMAN RESOURCE MANAGEMENT-MBA
BHARATHIAR UNIVERSITY - 2018

BACHELORS DEGREE.

BACHELORS OF COMPUTER APPLICATION-BCA
BHARATHIAR UNIVERSITY – 2013

CERTIFICATES.

- DIPLOMA IN LOGISTICS AND SHIPPING - 2014
- TALLY ERP - 2014

SKILLS.

- Relationship Building with Vendors.
- Written and verbal communication and negotiation skills.
- Inventory Management.
- Negotiate pricing with vendors.
- Quality Control Analysis.
- Forecasting.
- Supply chain management.

LANGUAGES.

- ENGLISH
- HINDI
- MALAYALAM
- TAMIL