



Monsu V

Assistant Purchase Manager

Results-driven **Assistant Purchase Manager** with extensive experience as a Senior Sales Officer in the personal loan sector and Assistant Purchase Manager. Holds a B.Com degree, skilled in sales strategies, customer & vendor relationship management, and team leadership. Proven ability in vendor negotiation, market analysis, and efficient sales and purchase operations. Seeking to contribute to a dynamic organization focused on growth and customer satisfaction.



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+971562539871



Pathanapuram, Kerala, India



03 July, 1997



SKILLS

Cost Analysis

Purchase

Budgeting

Team Leadership

Customer Relationship Management

Negotiation Skills

Vendor Relationships Management

Business Development

Goal Setting and Achievement



WORK EXPERIENCE

Assistant Sales Manager (1 year)

Aditya Birla Health Insurance in Federal Bank

02/2023 - 02/2024

Kollam, Kerala, India

Achievements/Tasks

- Assist in creating and implementing effective sales strategies to achieve company targets and growth.
- Lead and motivate the sales team, providing training and support to achieve individual and team goals.
- Build and maintain strong relationships with clients to ensure customer satisfaction and retention.
- Monitor and analyze sales performance metrics, preparing regular reports for senior management.
- Conduct market research to identify new sales opportunities and understand competitor activities.

Senior Sales Officer (Personal Loan) | (2 years)

HDB Financial Service, Adoor

09/2020 - 01/2023

Pathanamthitta, Kerala, India

Achievements/Tasks

- Identify and generate new leads through various channels, including referrals, cold calls, and networking.
- Meet with potential clients to understand their financial needs and provide personalized loan solutions.
- Assist clients in completing loan applications, ensuring all required documents are collected and accurately submitted.
- Evaluate the creditworthiness of applicants by analyzing financial statements, credit reports, and other relevant information.
- Maintain a thorough understanding of personal loan products, features, and benefits to effectively communicate with clients.
- Achieve monthly and quarterly sales targets through proactive sales activities and effective customer engagement.



EDUCATION

Bachelor of Commerce

Kerala University

Kerala, India

Higher Secondary

Board of Higher Secondary Education

Kerala, India

Secondary

Public Examination Board

Kerala, India



TECHNICAL SKILLS

ERP Software

Tally

MS Office

Word



AREA OF INTERESTS

- Purchase



SOFT SKILLS

- Communication

- Leadership

- Teamwork

- Problem solving

- Adaptability



WORK EXPERIENCE

Assistant Purchase Manager (2 years)

Prophecy Builders, Ernakulam

07/2018 - 09/2020

Kochi, Kerala, India

Duties & Responsibilities

- Identify, evaluate, and maintain relationships with suppliers and vendors to ensure a reliable supply chain.
- Assist in the procurement of materials, equipment, and services necessary for construction projects.
- Negotiate contracts and pricing with suppliers to secure the best terms and ensure cost-effective purchasing.
- Monitor inventory levels and coordinate with warehouse staff to maintain optimal stock levels.
- Prepare and process purchase orders, ensuring accuracy and compliance with company policies and project requirements.



ADDITIONAL QUALIFICATION

Diploma in Fire & Safety | A+ grade

Safety solution and Consultancy (STED Council)

Kollam, Kerala, India

Courses

- IOSH (Institution of Occupational Safety & Health)



PERSONAL INFO

Nationality : Indian

Gender : Male

Marital status : Single



PASSPORT INFO

Passport no. : R7279876

Date of Issue : 25/01/2018

Date of expiry : 24/01/2028

Place of Issue : Trivandrum



DECLARATION

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge.



LANGUAGES

English



Malayalam



Hindi



Tamil



REFERENCES

Prince | Managing Director
at Prophecy Builders

+91 95444 60251

Mithun | Senior sales officer at
HDB Finance

+91 9746708960

Irshad | Sales manager at Aditya
Birla

+91 96455 58882




STRENGTHS & QUALITIES

- Commercial Awareness
- Communicate effectively with team members
- Teamworking Skills and Management Skills
- Attention to detail and effective leadership skills
- Time and Priority Management
- Communicate updates and status reports to upper management



HOBBIES & INTERESTS

 Movies