

## **NAWAS CHOYIKKANDI**

Contact Details: Email: nawasck4@gmail.com

Mobile No: +971 543213667

Dubai, United Arab Emirates

**Valid UAE Driving License**

<https://www.linkedin.com/in/navas-ck-2b8a2a221/>

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### **Summary:**

Professional Buyer with Over 7 years of extensive experience in purchasing and sourcing a wide variety of products, services, sub-contracts. Skilled in Merchandise Planning & Buying, Inventory Analysis, Reporting & Analysis, Microsoft Excel, Price negotiation, Promotions and Scheme Management. Executed procurement and outsourcing plans, while working closely with cross-company managers and departments. Coordinated with manufacturers, vendors, and suppliers and maintained close working relationships with vendors to improve service

### **Core Competencies**

- Strong negotiation skills and organization skills with the ability to multi-task
- Supplier Management and Good knowledge of Consumer Goods Industries
- Strong interpersonal and communication skills: highly collaborative with ability to build solid working partnerships across functional groups.
- Strong team leader capable of building a strong, positive, winning and caring team culture.
- Ability to build networks and strong business relationships.
- Possess excellent leadership and influencer skills and the ability to motivate and inspire staff and develop a strong team culture.
- Experience of building collaborative working relationships with external professionals.

### **Employment Experience:**

#### **Senior Buyer - NESTO Group of Companies-Dubai, UAE – December 2019 to Present**

Driving sales through product category planning and execution of strategic product sourcing procurement, and promotional plans, as well as, gathering and prioritizing product and customer requirements, managing inventory controls, and working closely with suppliers to ensure profitability goals are met. Additional responsibilities include

- Negotiating with vendors to obtain the best possible terms while maintaining a good relationship with them and making recommendations regarding purchases and Keeping purchase price records accurate and up to date.
- Locating, scrutinizing and selecting suppliers of materials and services for the company.
- Reviewing purchase orders to ensure that they are accurate and complete
- Coordinating the flow of materials and products through the supply chain by communicating with other departments within an organization.
- Visiting suppliers to confirm their reputation and ability to supply on a consistent basis.
- Determine the best sources of supply for each product or service needed by the company, based on price, quality, delivery time, and other criteria.
- Conducting market research to determine what products are in demand and how they can be marketed effectively.
- Providing administrative support for the Purchasing team and Communicating with the estimating department regarding changes in the marketplace
- Evaluating vendor performance, qualifying new vendors, developing and maintaining good vendor relationships and enhancing the reputation of the company with suppliers
- Making sure that purchased goods arrive on time and those suppliers are paid on time.

- Develop and execute advertising plan and downloads, advertising material and merchandise allocation, tracked progress and updated management, as necessary.
- Supervising and training up junior staff.

### **Laboratory Team Leader -VIMS care and Cure Hospital, Calicut, India -Jan 2019 to Nov 2019**

Responsible for ordering, receiving, storage and distribution of all reagents, supplies, consumables, equipment, parts, and any other inventory items related to the operation of the Laboratory. Maintained adequate inventory, records of inventory, distribution, records of distribution, including records of costs and pricing for all items of laboratory inventory items and equipment repair, maintenance and service. Plans for maintaining quantity and quality of all supplies for direct and indirect patient care activities

- Initiated activities that provide for cost effective use of all supplies used in the business of the Laboratory.
- Collaborated in the evaluation of new and/or improved products, making recommendations to the General Manager.
- Ensured that the laboratory staff are aware of procedures that provide for efficient ordering, receiving, storage and distribution of all laboratory supplies on a daily basis.
- Evaluation and maintain service contracts and leases for equipment and/or business facilities

### **Lab Technologist and Procurement Coordinator -IQRAA International Hospital and Research Centre- Calicut, India, March2014-March 2017**

- Oversee day-to-day laboratory operations, including purchasing, scheduling, resource allocation, and maintenance
- Performed variety of clinical laboratory tests in the areas of hematology, microbiology, immunology, clinical chemistry, and urinalysis according to established procedures, as assigned; conducted quantitative and qualitative chemical analyses of body fluids such as blood, urine, and spinal fluid.
- Coordinated closely with all partners and other stakeholders to ensure rational and timely procurement of laboratory reagents and consumable supplies
- Ensuring that the laboratory staff is aware of procedures that provide for efficient ordering, receiving, storage and distribution of all laboratory supplies on a daily basis.
- Maintained an efficient system of inventory control as to ensure proper levels of supplies in the laboratory available for distribution.
- Performed annual physical inventory of all laboratory supplies

### **Educational Background**

Advance Diploma in Occupational Safety, Health and Environment Management

BSc. Medical Laboratory- Vinayaka mission university Salem, Tamil Nadu - May 2010 – June 2013

### **Additional Details:**

- Language - English (proficient), Malayalam (Native), Arabic (Basic-Dormant), Hindi (proficient), and Tamil (proficient)
- Computer –MS Office, SAP ERP, MS Dynamics 365 and NAV
- Driving Licence – UAE and India