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vinayakrajan005@gmail.com

☎
0554595714; 0506595636

📍
Abu Dhabi, United Arab Emirates

SKILLS

M.S. EXCEL

M.S.WORD

M.S. POWERPOINT

ERP(INVENTORY
MANAGEMENT)

PROJECT
MANAGEMENT

TEAM MANAGENT

LANGUAGES

English
Full Professional Proficiency

Tamil
Full Professional Proficiency

Hindi
Full Professional Proficiency

Telugu
Full Professional Proficiency

INTERESTS

TEAM SPORT

ENDURANCE SPORTS

TRAVELLING

Vinayak G

Purchasing Assistant

Quick Learner and 2+ years of work experience in Purchasing Job

WORK EXPERIENCE

Purchasing (oil and Gas)

Emirates Petrochemical & Services

02/2021 - 11/2021, Abu Dhabi

- Flexible to travel to meet with Distributors, Supplier and Manufacture as required
- Dealing with Email Enquiries
- Working Knowledge of Ms. Office
- Tracking the order and ensuring timely delivery
- Monitoring purchased products to ensure quality
- Updating order detail into our Internal database
- Issuing Purchase Reports including the cost Analysis

Purchase Assistant (Manufacturing Company)

Ganges International private limited

06/2019 - 12/2020, India, Chennai

- Ensuring Stock Availability and Placing Orders as and when required
- Verifying receipt of items by comparing items received to items ordered
- Collaborating with the teams to develop Purchasing Plans and Find Potential Vendors
- Support the purchasing Department with any Duties as Assigned and perform various office task

ACHIEVEMENTS

ATHLETICS

Own many medals in Athletics

PERSONAL PROJECTS

Study on online Purchasing for customer Management

Project on customer Relationship management

Industrial experience in JK TYRES

EDUCATION

MBA (Finance and Marketing)

Anna University

08/2017 - 06/2019,

Chennai

BE (Electrical and Electronic and Engineering)

Anna university

08/2013 - 05/2017,

Chennai

PERSONAL DETAIL

D.O.B: 14-09-1995

LinkedIn Profile: <https://www.linkedin.com/in/vinayak-babu-a75b5816b/>

Marital status: single

VISA STATUS: *Employment*
Visa (07/03/2023)