

Navin Varghese



Abu Dhabi, UAE
+971-0547191460
Nationality: Indian
Birthday: 11/11/1993
Marital Status: Single
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Profile

I am seeking a position in Sales to apply my profound knowledge. I can formulate and drive a consistent approach towards all sourcing, purchasing and tendering activities, so as to ensure a value for money is maximized and cost saving generated.

I am an expert at delivering individual solutions to specific problems and always ensure that all purchasing activities support and strengthen the strategic objectives of the overall organization.

I would be passionate about joining an organization that considers its people to be their most important asset. I am seeking a position in Sales to apply my profound knowledge of any suitable job.

Core Qualifications

- Cost Accounting
- P&L Management
- Budgeting and Expense Control
- Merchandising/ Inventory Control
- Contract/ Price Negotiation
- Loss Prevention/ Shrink Control

Professional Experience

Uruguay Trading Co
June 2018 – Present

Sales Executive – Abu Dhabi , UAE

- Managing the sales process from initial contact to closure of deal.
- Dealing with customer enquiries
- Price Negotiation
- Contacting prospective customers and discussing their requirements.
- Achieving all revenue targets.
- Reporting business trends.
- Maintaining successful business relationships prospects.

Little World Discovery Centre
December 2017- June 2018

Accounts Assistant & Procurement Officer – Dubai, UAE

- Oversee the entire departmental functioning
- Database management and support for financial applications
- General inventory accounting responsibilities
- Inventory cost analysis, pricing
- Processing accounts payable invoices
- Inventory control
- Resolves issues with contracts and supplies
- Quality assurance and control
- Manage budget for purchasing departments

EMDAD Services and Intergulf General Contracting
September 2014 – November 2017

Procurement Officer – Abu Dhabi, UAE

- Ensure highest standards of Customer service
- Purchasing Control
- Replenishment and planning upon market variations
- Handling bulk order products and prices for corporate
- Inventory check
- Client Relations Management with Suppliers
- Budget control and over seeing a healthy stock level
- Ordering products from local and international supplier.
- Company Database Management
- Site inspection of Assets

Accountant – Abu Dhabi, UAE

- Extensive experience in accounting software MYOB
- Purchase Orders
- Bank Reconciliation Statement
- Accounts Receivable collection for Marketing
- Preparing Cheques
- Tally accounting software
- Peach tree accounting software
- Excel
- Microsoft word
- Preparing salary & gratuity

Education and Training

Mahatma Gandhi University: From 2010 till 2014.

Graduate in the following course:

Bachelor of Business Administration (B.B.A.)

- Financial Accounting
- Economic
- Cost Accounting
- Business Management
- Company Law
- Banking and Finance
- Marketing Management
- Business Mathematics
- Business Ethics

Master of Business Administration (M.B.A.) in Finance 2014-2016

- Financial Analysis and Industrial Financing
- Investment Security and Portfolio Management
- Financial and Management Accounting
- Management of Funds and Assets
- Strategic Management
- International Finance

References

Referee 1

May we contact this reference now?	Yes
Name	Aly Abdel Malak
Organization	EMDAD Services
Work email address	amalak@igc.ae
Relationship to you	General Manager

Referee 2

May we contact this reference now?	Yes
Name	T.R Giri

Organization	EMDAD LLC
Work email address	tgiri@emdad.ae , tgiri@igc.ae
Relationship to you	Supply Chain Manager/ Logistics Manager/ Procurement Manager

Referee 3

May we contact this reference now?	Yes
Name	Navin Babu
Organization	City Link Transport
Work email address	navinb@citylink.ae
Relationship to you	General Manager

Documentation

- Valid UAE Drivers License
- Valid Job Visa
- Valid Passport