



ROSAN VARGHESE

EXPERIENCE

Purchase Officer– China Civil Engineering Construction Corporation [ETIHAD PROJECT] Abu Dhabi, UAE - April 2020– March 2022

- Responsible for processing of purchase requisitions, and purchase orders.
- Prepare and process purchase orders and follow for timely deliveries
- Track documents and resolve any discrepancies on received orders
- Check qualitative and quantitative discrepancies between goods ordered and goods received.
- Ensure the specification and quality parameters as per requirements
- Maintaining master data of Purchases and records
- Identify suppliers with good performance, make necessary development plan and spot and phase out suppliers with poor performance
- Keep up-to-date records of receipts, records, and withdrawals from the stockroom
- Prepare and renewing contracts as per time line
- Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns
- Coordinate all vendor management tasks inclusive of working with external vendors and internal employees

Assistant manager Purchase & Store - Cymbio Pharma Pvt Ltd Bengaluru, India. April 2016 – Jan 2020

- Overseeing and supervising employees and activities of Purchasing and Store department.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Prepare and process purchase orders and requisitions
- Monitor, forecast upcoming levels of demand stocks etc.
- Carrying out market analysis to get the best purchasing deals
- Maintain FSSAI & HACCP guild lines are followed and practiced

OBJECTIVE

Experience working 12 years of domain knowledge in the area Purchase and material management

SKILLS

Vendor development
Negotiation skill
Inventory controlling

TECHNICAL /SOFTWARE SKILL

Microsoft Excel
SAP
TALLY



Bori Building, Al Nahda
Dubai



0581787551



rosan.varghese01@gmail.com

EDUCATION

MASTER OF BUSINESS

ADMINISTRATION [MBA –Finance & marketing] •March 2008 • Maharaja business School, Bharathiar university

BACHELOR IN COMMERCE [B.COM]

•March - 2006 • ST, Cyril's College, Kerala university

- Ensure following ISO, Halal and Kosher guidelines and complete audit procedures for renewal and certification
- Arrange for samples of products and get it analyzed from QC and QA departments
- Tender review and advise on the best supplier based on rating, Issuing the LPO, RFQ, and Tenders.
- Maintain and revise approved vendor list in data base.
- Prepare, analyze and review contracts and ensure company policies and procedures are detailed and negotiated.
- Supervising staff in store for inward and outward of materials and initiate stock checking on regular basis.
- Ensure safety, cleanliness and hygiene practices in the warehouse
- Arrange stock and maintain minimum and maximum stock levels in line with production department
- Assist accounting with invoices, accounts receivable and accounts payable
- Prepare and maintain stocks and documents with respect to ISO, Kosher and Halal certification and renewal process.

Supply Chain Associate -Vignani Technologies Pvt Ltd - Bengaluru, India. March 2011 – March 2016

- Manage procure to pay process and involve in order processing, vendor development.
- Manage inventory and stock on day to day basis to match production needs
- Experience in handling import &export documents for procurement from USA, UK and Asia pacific region
- Sourced materials from domestic and international market
- Worked with team for implementing ISO process in the organization

Commercial Executive • P.S Techcom Pvt Ltd Bengaluru India. January 2009 – February 2011

- Worked for multiple projects and attain experience in sourcing, RFQ, Purchase order preparation and vendor development and payments.
- Experience in preparing Invoice and follow up for payments