

SREENATH KOTTADIKKAL

♦ +971 581661396 sreenathkattadikkal@hotmail.com m Al Guwair, Rolla,Sharjah +971 566319928

ACADEMIC CREDENTIALS

2005 **MBA IN MARKETING**

2003 BSC CATERING SCIENCE & HOTEL MANAGEMENT

TECHNICAL QUALIFICATIONS

- Diploma in Accounting | 2010
 Advanced diploma in Indian & Foreign Accounting Studies.
- Hotel Cooking | 2006(3 Months) Food Craft Institute Extension Centre, West Hill, Kozhikode, Kerala, India

COMPUTER PROFICIENCY

MS Office	$\star \star \star \star$
Tally ERP 9	****
Internet & Email	****

TRAINING & CERTIFICATION

 Attended an industrial exposure training in the F&B production dept. during Dec 2002 & March 2003. at The Renaissance, Kochin, Kerala, India

DRIVING LICENSE DETAILS

- Holder of Valid Indian Driving License
- Holder of Valid Oman Driving License

CAREER ABRIDGEMENT

Having **12+ Years** of Experience as a **Purchase Officer / Sales Manager / Accountant**. To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment.

KEY SKILLS



EMPLOYMENT CHRONICLE

PURCHASE OFFICER | Feb 2022 – Mar 2022

DECASA INTERIORS KARIMBANAPPALAM VATAKARA, KERALA, INDIA <u>Key Responsibilities</u>

- Conducting product research and sourcing new suppliers and vendors.
- Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals.
- Performing inventory inspections and reordering supplies and stock as necessary.
- Updating and maintaining records of all orders, payments, and received stock.
- Coordinating with the delivery team and following up on delays or orders that have been rescheduled.
- Attending product launches and networking with industry professionals.
- Ensuring all stock is packaged appropriately and delivered to the correct location in a timely manner.

SALES MANAGER | Feb 2019 - Nov 2021

CALICUT METRO TRADING, KOZHIKODE, KERALA, INDIA (Wholesaler of baby products all over Kerala) <u>Key Responsibilities</u>

- Build and maintaining client relations.
- Work with internal departments such as the Marketing or Product teams to engage audiences and clients more deeply.
- Meet and exceed KPIs and sales targets.
- Solve problems for clients and customers by developing innovative and tailored sales solutions.

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 05-04-1983
Nationality	: Indian
Marital Status	: Married

<u>Address</u>

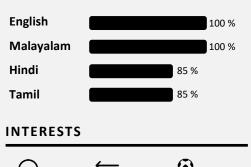
Rolla, Sharjah

VISA DETAILS

On visit visa

Date of Expiry : 18/9/2022

LANGUAGES KNOWN



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Music	Travelling	Football	
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Cricket	Cooking	Gym	

REFERENCE

Available upon request

PURCHASE CUM ACCOUNTANT | Oct 2011 – Feb 2018

PROFESSIONAL INTERIORS & FURNITURE CO. LLC, BARKA, OMAN <u>Key Responsibilities</u>

- Procurement of raw materials.
- Development of alternative local sources for improved raw materials which helps in cost saving.
- Planning and budgeting of purchase functions, involving in cost estimation, contract negotiations.
- Liaison with the production dept.to maintain optimum inventory.
- Implementing system to avoid situations like over-stocking or out-of-stock which cause production delay thus financial loses.
- Preparation of monthly purchase statement.
- Updating of delivery notes and purchase invoices.
- Preparation of credit applications and payment requisitions.

For Purchase Management:

- Effective management of vendor database & sourcing of new vendors
- Discussion with vendors about company's requirements and help them in improving their performance.
- Evaluating the vendors and negotiating the price.
- Schedule the deliveries.
- Timely clearance of payments & handling other vendor inquires.

For Stores Management:

- Maintaining the regular stock of materials without any variance by conducting physical stock verification and documentation.
- Implementing standard operating procedures (SOP) within the warehouse and regularizing the material receipts.

PURCHASE EXECUTIVE | Oct 2006 - Nov 2009

COMPU CELL LLC, DEIRA, DUBAI, UAE

(Deals with wholesale purchase and sales of Branded Mobile Phones) Key Responsibilities

- Procure and purchase of various branded mobile phones accessories that are available in local UAE market, in bulk for the customers those from other international markets.
- Inventory control and data entry preparations.

COOK | 2 Months

HOTEL EMPIRE BOARDING AND LODGING, BANGALORE, KARNATAKA, INDIA Key Responsibilities

- Set up workstations with all needed ingredients and cooking equipment
- Cook food in various utensils or grillers
- Check food while cooking to stir or turn
- Ensure great presentation by dressing dishes before they are served
- Keep a sanitized and orderly environment in the kitchen
- Ensure all food and other items are stored properly

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

SREENATH KOTTADIKKAL