



SREENATH KOTTADIKKAL



+971 581661396
+971 566319928



sreenathkattadikkal@hotmail.com



Al Guwair, Rolla, Sharjah

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 | ★★★★ |
| 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

Team Work

Work Ethic

Communication

Leadership

Problem Solving

Time Management

Interpersonal ability

Negotiative

Client Service

Quick Learner

Hardworking

Analytic Skills

EMPLOYMENT CHRONICLE

PURCHASE OFFICER | Feb 2022 – Mar 2022

DECASA INTERIORS KARIMBANAPPALAM VATAKARA, KERALA, INDIA

Key Responsibilities

- 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)

Key Responsibilities

- 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

Address

Rolla, Sharjah

VISA DETAILS

On visit visa

Date of Expiry : 18/9/2022

LANGUAGES KNOWN

| | | |
|-----------|-------------|-------|
| English | <div></div> | 100 % |
| Malayalam | <div></div> | 100 % |
| Hindi | <div></div> | 85 % |
| Tamil | <div></div> | 85 % |

INTERESTS

| | | |
|--|---|---|
|  |  |  |
| Music | Travelling | Football |
|  |  |  |
| Cricket | Cooking | Gym |

REFERENCE

- Available upon request

PURCHASE CUM ACCOUNTANT | Oct 2011 – Feb 2018

PROFESSIONAL INTERIORS & FURNITURE CO. LLC, BARKA, OMAN

Key Responsibilities

- 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 losses.
- 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 inquiries.

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