

ROSAN VARGHESE

EXPERIENCED SUPPLYCHAIN PROFESSIONAL

OBJECTIVE

Diligent supply chain and procurement /store experience over the span of twelve years and gaining professional and personal goals.

SKILLS

Procurement
Inventory management
Vendor Development
Import & Export procedure
Transportation/Logistics

CONTACT DETAILS

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CERTIFICATE

ISO 9001 2000
CRISIS MANAGEMENT,

EXPERIENCE

**STORE AND PURCHASE INCHARGE {ETIHAD RAIL PROJECT} CHINA
CIVIL ENGINEERING AND CONSTRUCTION CORPORATION ABU DHABI,
UAE • SEPTEMBER 20TH 2020 TO MARCH 25TH 2022**

- Coordinate for store & procurement activities in CCECC for Etihad Rail Project in Abu Dhabi.
- Handled Inward and outward of materials, machinery, equipment's.
- Prepare reports for receipt and issuance of materials and maintaining records.
- Manage purchase of materials, Equipment's in consultation with Procurement department
- Maintain proper records for material, consumption of water, diesel etc.
- Built and maintain relationship with suppliers and vendors
- Search and source potential suppliers and vendors
- Ensure proper storage and disposal of waste and debris from the sites
- Trained for handling First Aid and safety procedures for men and material.
- Coordinating with logistics/Transportation for offloading of materials by ensuring safety standards and procedures.

**PURCHASE & STORE -ASSISTANT MANAGER • CYMBIO PHARMA PVT
LTD BANGALORE, INDIA • APRIL 2016 – JAN 2020**

- Managed Purchase & store roles and responsibilities in the company related to Pharma products
- Respond to customer requests & queries via phone and email in a professional and timely manner.
- Coordinating with other departments to make sure all paper work is thoroughly managed

EDUCATION

MASTER OF BUSINESS

ADMINISTRATION • MARCH

,2008 • Maharaja business

School, BHARATHIAR

university

BACHELOR IN COMMERCE

•MARCH- 2006 • ST, CYRILS

COLLEGE, KERALA university

- Assist accounting with invoices, accounts receivable and accounts payable
- Ensure all documents are attached to each Export/Import process including customs Invoices, certificate of Origin etc.
- Ensure supplies meet quality parameters.
- Prepare and send Purchase orders to suppliers/vendors and ensured on time deliveries.
- Provide administrative support including generation of reports, presentations, policies and general correspondence documents.

MATERIAL AVAILABILITY CLERK • NEOVIA LOGISTICS PVT LTD

BANGALORE, INDIA • APRIL 2013 – MARCH 2016

- Maintain Inward and outward of materials using SAP tool to European warehouses.
- Ensure accuracy in in the warehouse stock reports and capture discrepancies and report on time.
- Download warehouse stock reports and create and format audit sheets

SUPPLY CHAIN ASSOCIATE • VIGNANI TECHNOLOGIES PVT LD

• BANGALORE, INDIA MARCH 2011 – APRIL 2013

- Manage Inventory and stock on day to day basis to match the production needs.
- Experience in handling import and export documentation for procurement from USA, UK and Asia pacific region
- Responsible for procuring to pay process and administrative roles
- Sourced materials from domestic and international market
- Worked with team for implementing ISO process in the Organization

COMMERCIAL EXECUTIVE • P.S TECHCOM PVT LD • BANGALORE

INDIA JANUARY 2009 – FEBRUARY 2011

- Worked for multiple projects and attain experience in sourcing, RFQ, Purchase order preparation and vendor management.
- Coordinate with different mode of transport for movement of materials across project site.