



## Suresh Balu R

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I aspire to excel in my profession and contribute towards the growth of a multifunctional organization resulting increase in profits of the organization and overall growth of the economy.

### OBJECTIVE

To seek a position to utilize my skills and abilities in the field of purchasing that offers professional growth while being resourceful, innovative and flexible.

### PROFILE

- Ability to function as a team player and alternatively work independently to achieve objectives.
- Demonstrated ability to manage multiple tasks and targets.
- Languages Known: **English, Hindi, and Malayalam.**

### WORK EXPERIENCE – 2 Years.

#### 1. SHAIKH MOHD SAEED PERFUME EST, Dubai, UAE. Period: From 2018 to 2020

#### Designation: Purchase Executive

#### Job Profile:

- Design, plan and implement sourcing and purchasing strategies.
- Work with suppliers, manufacturers and internal departments.
- Maintain a database of approved suppliers.
- Monitoring Performance.
- Build and maintain relationships with suppliers and vendors.
- Negotiate lower pricing.
- Search and source potential suppliers and vendors.
- Track, measure and analyze company expenditures.
- Provide reports for upper management.

## Education Qualification

Post Graduation : Master of Business Administration  
Stream : Human Resources and Marketing  
College : Nehru College of Management Coimbatore  
Board : Barathiyar University  
Year of Passing : 2018

Graduation : Bachelors of Commerce  
Stream : Cooperation  
College : Distance Education  
Board : Kerala University  
Year of Passing : 2015

## PERSONAL PROFILE:

**Father Name** : RAJENDRAN S  
**DOB** : MARCH 30, 1994  
**Passport No** : N5573619  
**Sex** : MALE  
**Marital Status** : UNMARRIED  
**Nationality** : INDIAN

## MY PRINCIPLES AND PHILOSOPHIES:

- 'COMMITMENT' is always the first chapter in the book of SUCCESS.
- Work should be more fun than fun. Work should be like playing a game... of course, you play to WIN.
- The most successful people in life are self-starters. They don't rely on others to get going.

### References:

Upon Request

I hereby declare that the above particulars are true to the best of my knowledge and belief.

**(Suresh Balu R)**