



JIJOSH K. E

PURCHASE MANGER

CONTACT

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Al Karama, Dubai

ACADEMIC CREDENTIALS

MASTER OF BUSINESS ADMINISTRATION | 2009

- Sikkim Manipal University
- 2009

BACHELOR OF COMMERCE

- Calicut University
- 2007

PDC

- Calicut University
- 2003

COMPUTER PROFICIENCY

MS Office	★ ★ ★ ★ ★
Outlook	★ ★ ★ ★ ★
Tally	★ ★ ★ ★ ★
Basic Operations	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

LANGUAGES KNOWN

English	90 %
Hindi	85 %
Malayalam	100 %
Arabic	85 %
Tamil	85 %
Kannada	85 %

CAREER ABRIDGEMENT

A Commercially aware and highly successful purchase manger with a proven track record in driving business forward whilst delivery high professional standards. A consistent track record of improving efficiency, maximize profits whilst minimizing costs. Ability to mange daily operations, and planning the use of materials and human resources to ensure maximum efficiency. Mark enjoys and thrives working in a production focused environment and is currently looking for a suitable **Purchase Manger Position.**

KEY SKILLS

Leadership	Project management	Decision-making	Interpersonal
Problem solving	Communication	Presentation	Time Management

EMPLOYMENT CHRONICLE

- **PURCHASE MANGER** | 2020 – 2022
AMAZON GROUP
- **PURCHASE MANGER** | 2016 – 2020
AL QUSAIMI MAKERS & DISTRIBUTORS, DOHA, QATAR
- **ACCOUNTANT** | 2010 – 2015
MUTHOOT FINANCE

KEY RESPONSIBILITIES

- Keep accurate recording off all incoming and outgoing goods.
- Check and record all the time and expiry dates for following up purposes.
- Inspects supplies and verifies count upon Delivery.
- Ensures that the store rooms are clean and properly locked in order to avoid pilferage.
- Issues purchase requests for items approaching the minimum stock level.
- Assists in the monthly inventories and forward the required reports to the accounting department within the set time frame.
- Prepares the cash sales invoices for sales to staff and forward the revenues to cahier on a monthly basis.
- Supervises the work of the store's clerks.
- Co-ordinate with the purchase department and reports to financial controller.
- Prepare purchase orders and co -ordinate with suppliers.
- Coordinate with the international and local Suppliers from Australia and Qatar.
- Assist the cost controller with the monthly Inventory and Reports to the Chief Accountant.
- Supervise the stores Assistants with the stores Daily Issuing.
- Supervise the Receiving Clerk on the Supply Days and Prepare Good receipt Notes.
- Maintaining Stock Recorder Level, Fast Moving and Slow-Moving Registers.
- Weekly updates the nearly expiry items and forward the List to the purchase department

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

INTERESTS



Songs



Travelling



Reading

REFERENCE

- **Available upon request**

AREA OF EXPERTISE

- Identifies sourcing risks and ensures Strategies with timely and effective issues resolution
- Targets key suppliers/ Vendors and Evaluates performance.
- Develop relationships and long-term partnership with suppliers.
- Ensures clear and open internal communication with procurement team.

PROFESSIONAL SKILLS

- Counted and sorted all incoming goods.
- Performed general, office and administrative working relationship with all staff, Performed interoffice mail Activity and special courier requests.
- Delivered mail to the post office.
- Performed mail and parcel shipping activities.
- Performed annual physical inventory

PERSONAL DOSIER

Gender	: Male
Date of Birth	: 06/06/1983
Nationality	: Indian
Marital Status	: Married

PASSPORT & VISA DETAILS

Passport Number	: U 0131301
Visa Status	: Transferable

DECLARATION

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

JIJOSH K. E