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## SKILLS

Strategic Sourcing & Procurement

Purchasing & Store Management

Contract Negotiation

AMC Approval & Renewal

Vendor Management

Inventory Management

Warehouse Management

Supply Chain Management

Results driven & Vastly Experienced Procurement professional with 8 plus years of continued career progression accompanied by key accomplishments in highly competitive industries. Consistently achieved performance goals through enthusiasm, tenacity and initiative which complement knowledge / expertise in managing entire breadth of commercial operations inclusive of sourcing, negotiating, order processing, materials management, analyzing operating practices, evaluating requirements and implementing changes. Recognized for positive mental attitude, commitment to excellence and demonstrated ability to communicate and work with senior management and Suppliers

# MITHUN CHERUMUTTATH GOPINATH

PROCUREMENT PROFESSIONAL

## WORK EXPERIENCE

**POWERMAX TRADING LLC (TRANS DELTA INTERNATIONAL INDUSTRIES LLC)**  
Sharjah , UAE | September 12th, 2015 to 11 July 2021

### PURCHASE ASSISTANT

- Supervised and directed purchasing functions such as product/ service research, vendor selection, price and purchase order completion for the entire project of the Company.
- Directed procurement policies to ensure all items are purchased and delivered within budget and time constraints.
- Responsible for Pre & Post Documentation, preparing export Invoice, packing List, tracking Shipment, Letter of credit, Coordination with Overseas Buyers, CHA, freight forwarders & Shipping Agents regarding shipments, Preparation of BRC.
- Assist in commercial study and tenders evaluations for suppliers' offers to select the appropriate bidder and negotiate with suppliers, if needed, to get the most appropriate prices & conditions
- Attended meetings, trade shows, conferences, conventions and seminars necessary to network with others involved in the Procurement process (Consultants, Contractors, suppliers etc.) to improve the Division and the Department function and effectiveness.
- Resolved discrepancies by comparing purchase orders to delivery documentation, obtaining credits and refunds.
- Communicated with suppliers and to make sure supplies get where they need to be when they need to be, even when a deadline is tight.
- Created and managed the Purchase Orders (POs) , Work order's and Contracts using the Procurement software system.
- Monthly report on Vendor dues include Aging analysis and co-ordinating with accounts for settlement and monthly vendor assessment based on Cost, Quality and Delivery parameter set.
- Analyzed market and delivery conditions to determine present and future material availability, and prepares market analysis reports.

## EDUCATION

- St. Francis de Sales College, Bangalore | Bangalore University  
2009 - 2012 | Bachelor of Commerce (B.Com - Corporate)
- St.Vincent De-Paul College | Kerala State Education Board  
2005 - 2007 | Intermediate (PLUS TWO)
- Santhome Higher Secondary School | Kerala State Education Board  
2005 | Senior School Leaving Certificate (SSLC)

## ACCOUNTANT

- Develop complex financial statements, forecast cash flow positions and prepare regulatory filings with government agencies.
- Check and finalize company's annual management accounts and arrange for auditing.
- Prepare cash schedule for upcoming months, check and prepare cheque's and its timely disbursement to suppliers and vendors.
- Complete daily, weekly and monthly reconciliations, along with research and follow through of unreconciled items, for assigned accounts.
- Prepare accurate, timely and complete journal information for the recording of reconciling entries to the appropriate accounts.
- Summarizes receivables by maintaining invoice accounts, coordinating monthly transfer to accounts receivable account, verifying totals; preparing reports.
- Generate monthly, quarterly or annual financial statements and reports detailing paid and unpaid invoices and other accounts receivable activity.
- Preparation of management P&L and reconciliations with Financials.
- Keep detailed record of all the account details right from general ledger entries to maintaining balance sheet to ensure all financial reporting deadlines are met.
- Managing Files; use discretion and maintain confidentiality in handling sensitive information.
- Reconciling account balances and bank statements, maintaining general ledger and preparing month-end close procedures.
- Compiles petty cash replenishment vouchers and other payment vouchers to allow company to meet its financial obligations.

## PERSONAL DETAILS

Date of Birth : 16-July-1989  
Nationality : Indian  
Passport No : M2059596  
Languages Known : English, Hindi, Malayalam, Tamil.

## DECLARATION

I hereby declare that all the information furnished in this document is true to my knowledge and belief