



# ROSAN VARGHESE

Procurement & supply chain professional

## EXPERIENCE

**PURCHASE & STORE COORDINATOR, CHINA CIVIL ENGINEERING AND CONSTRUCTION CORPORATION [ETIHAD RAIL PROJECT]. SEPTEMBER 2020–MARCH 2022**

- Responsible for taking delivery of all incoming materials and reconcile with purchase orders and manage inward and outward of materials, machinery and equipment's
- Track documents and resolve any discrepancies on received orders
- Reviews Purchase Orders, follows up and ensures timely purchase and arrival of goods
- Scrutinizes the specifications of material and approvals on requisitions.
- Monitor stock levels and place orders as needed belong to warehouse status
- Comprehensive understanding & experience of purchasing strategies and also inventory management
- Managing the procurement supplier relationships for the company
- Ensuring the adequate supply of all required materials, components and equipment
- Assist in sourcing and new selection /comparison of vendors
- Keep up-to-date records of receipts, records, and withdrawals from the stockroom
- Scrutinizes the specifications of material and approvals on requisitions.
- Managing inventories and maintaining accurate purchase and pricing records.
- Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and return.
- Responsible for order placement timing supply/Demand alignment, Material replenishment and Supplier performance
- Coordinating with logistics/Transportation for offloading and knowledge of storage of materials by ensuring safety /Quality standards and principles

## OBJECTIVE

Experience working 12 years of domain knowledge in Procurement /material management, supply chain

## SKILLS

P2P process  
Negotiation  
Inventory management  
Communication skill  
Vendor management

## TECHNICAL /SOFTWARE SKILL

Microsoft Excel  
SAP  
TALLY



Bori Building, Al Nahda  
Dubai



0581787551



rosan.varghese01@gmail.com

## EDUCATION

### MASTER OF BUSINESS

ADMINISTRATION [MBA –Finance & marketing] •March 2008 • Maharaja business School, Bharathiar university

### BACHELOR IN COMMERCE [B.COM]


•March - 2006 • ST, Cyril's College, Kerala university

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

- Overseeing and supervising employees and all activities of Purchasing and store department.
- Responsible for purchasing, locating suitable products, new markets, suppliers, and processing purchase requisitions
- Preparing RFQ, LPO's, Track orders and ensure timely delivery, review Purchase Orders, follows up and ensures timely purchase and arrival of goods
- Ensuring adequate supply of all required materials, components and equipment
- Responsibilities include typing contracts, archiving files and review tenders and bids.
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Continuously update approved vendor list by monitoring, evaluation and improving supplier performance
- Tender review and advise on the best supplier based on rating. Issuing the LPO.
- Sourcing the most affordable materials for the company's manufacturing process and controlling purchasing budget.
- Prepare, analyze and review contracts and ensure company policies and procedures are detailed and negotiated.
- Responsible for suppliers and subcontractor's coordination
- Obtains samples and follow-up sample approvals
- Prepare & process invoices and manage bills pertaining to accounts receivable and accounts payable.

## **SUPPLY CHAIN ASSOCIATE • VIGNANI TECHNOLOGIES PVT LTD • BANGALORE, INDIA. MARCH 2011 – APRIL 2016**

- Manage procure to pay process and involve in order processing, vendor development.
- Manage inventory and stock on day to day basis to match production needs
- Experience in handling import & export documents for procurement from USA, UK and Asia pacific region

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- Sourced materials from domestic and international market
  - Worked with team for implementing ISO process in the organization

**COMMERCIAL EXECUTIVE • P. S TECHCOM PVT LTD  
BANGALORE, INDIA. JANUARY 2009 – FEBRUARY 2011**

- Worked for multiple projects and attain experience in sourcing, RFQ, Purchase order preparation and vendor development and payments.
- Experience in preparing Invoice and follow up for payments
- Single handled project and coordinate with different mode of transport for movements of materials across project site.