

ALROY ROGTAO

ASSISTANT BUYER / MERCHANDISER

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📍 Dubai, United Arab Emirates

ABOUT ME

Accomplished and ambitious Assistant Buyer/Merchandiser with over 3 years experience in Private Label category management with strong knowledge of trends, market conditions and customer buying habits. Self-motivated, adept at prioritizing and completing tasks to meet customer's needs.

EDUCATION

BA IN BUSINESS & FINANCE
Heriot Watt University, United Arab Emirates
2018

- Management in a Global Context
- Introductory Micro Economics
- Introduction to Accounting
- Critical writing & Analysis
- Business skills
- Enterprise & it's Business Environment
- Introductory Macro Economics
- Introduction to Finance
- Corporate Financial Theory
- Fundamentals of Marketing
- Financial markets theory
- Quantitative methods 1
- Statistical techniques
- Organizational behaviour
- Operations management
- Consumer behaviour
- Project management
- Mergers & Acquisitions
- International bonds & currency markets
- Strategic management
- Managing corporate value
- Research methods
- Financial derivatives

HIGH SCHOOL
Our Own High School, Dubai
2015

- CBSE 10th Grade - 75%
- CBSE 12th Grade (Commerce) - 70%

PROFESSIONAL CERTIFICATION
Blue Ocean Academy, Dubai
2019

CISCP - Certified International Supply Chain Professional (International Purchasing & Supply Chain Management Institute)

LANGUAGES

English

Hindi

Konkani

SKILLS

Category Management

Negotiation

Sourcing

Analytics

Supplier Management

PERSONAL DETAILS

Date of birth
23-12-1997

Nationality
Portuguese

Visa status
Employment

Marital status
Single

DRIVING LICENSE

Driving license category
Light Motor Vehicle - UAE
License # 3604874

WORK EXPERIENCE

ASSISTANT BUYER- ELECTRONICS ACCESSORIES & AUDIO VIDEO (PRIVATE LABEL)

| *Noon.com* | *Dubai* | *Apr 2020 - Present*

- Source, contract negotiation & develop private label.
- Coordinate with consultancy teams to enhance products portfolio based on customer interest data and markets trends.
- Managed 30+ vendors & manufacturers.
- Cooperate and work closely with merchandizing & e-commerce team to develop marketing strategies and campaigns to boost brand awareness with successful launch.
- Managing portfolio of 500+ SKU's with availability in different markets: UAE & KSA.
- Enhanced Sales and Volume growth over 50% with 21% PC1.
- Handled Pricing and Deals of over 22K+ Skus (Merchandising non-fashion categories).
- Managed Adhoc Projects such as, RTV, Product Sample Requests for influencers, MOC, Reach, etc.

BUYING ASSISTANT & PLANNING ASSISTANT | *Noon.com* | *Dubai*

| *Mar 2019 - Apr 2020*

- Conducted end-to-end buying process for 3 Categories which are Apparel, Electronics & Audio Video. Processed over 500 purchase orders and managed the respective ongoing orders.
- Coordinated with the Buying manager & Buyer in Purchase Order, Document Creation, packaging artwork, and designing and merchandising assortment.
- Creation of Buying Sheet- Includes Logistics Cost, Unit Cost, Customs, Title, Specs to create a PO.
- Coordinating with the finance/catalog team retails OPS team (India) and account manager (China) to complete buying tasks as well as Designing/Merchandising team complete merchandising tasks.
- Maintained open lines of communication between manufacturers, buyers, and warehouse personnel to expedite product orders, distribution, and inbounding discrepancies.
- Ensuring all legal requirements are fulfilled to send the shipment to the destination for example undertaking documentation for SASO/SABER, COO, Packing list, HS Code summary, Commercial Invoice.
- Coordination of ASN Creation, Scheduling deliveries, Booking Delivery Slot & Warehouse Capacity.
- Communication and follow up on urgent deliveries & doing the PO reconciliation for all categories.
- Ensuring that Manufacturing of products until the product is live on the website is done in a timely and efficient manner.
- Assisting the planner in planning for inbounding/ getting the deals live on the website.
- Planned and matched the availability of products for advertising and promotion purposes.
- Updating the MSRP, Min-Max Range underpricing.
- Prepares and analyzes data such as, Daily Sales Report, Stock on Hand, Daily Run Rate, Month of Hand which helps in demand & supply planning.
- Reviewing stock position on a weekly basis to identify the risk of OOS.
- Preparing weekly schedule for the products which are In Transit/At Port to ensure it is within the schedule.
- Maintaining the quality of inventory through continuous assessment of aging, non-moving, and slow-moving stocks.

INTERNSHIPS

FINANCIAL ANALYST INTERN | *Al Tayer Group* | *Dubai* | *Jul 2017 - Sep 2017*

- Handling LPOs and vendor creation via JD Edwards.
- Plan and submit reimbursement claims as per the agreed periodicity and cross.
- Credit Card Settlements for VP- Corporate use.
- Maintaining proper documents for all reimbursement claims.
- Assisting the Head of Finance for admin and other requirements on a daily basis.

FINANCE & ACCOUNTING TRAINEE | *Elabelz* | *Dubai* | *Jul 2018 - Sep 2018*

- Updating various entries for payments, collection, and other related entries.
- Reconciles supplier Statement of Accounts and coordinates internally with crossfunctional departments and externally with suppliers.
- Responsible for Accounts Payable.
- Responsible for Managing Daily Cheques and ensuring that it reaches the suppliers.
- Booking Entries on Quick Books and updating tracker on Magento.
- Verify that all invoices are supported by duly approved purchase orders where applicable, signed, and receiving documentation and/or approval of authorized management personnel.

FINANCE INTERN | *Colgate - Palmolive* | *Dubai* | *Nov 2018 - Nov 2018*

- Basic Understanding of how the P&L account is done.
- Assisting the Accountant in a timely and accurate audit of invoices.
- Reconciling accuracy of Debit notes and approving them accordingly.

EXTRA-CURRICULAR ACTIVITIES

BUSINESS TRIP | *Noon.com* | *China* | *Oct 2019*

- Undertook a business trip to China, to meet and negotiate sustainable relationships with international suppliers.
- Attended Canton fair for the category.
- Assumed responsibility to cross verify the samples of the products being ordered.

BUSINESS TRIP | *Noon.com* | *Egypt* | *Oct 2021*

- Undertook a business trip to Egypt, to meet and negotiate sustainable relationships with suppliers to build the private label business.