

Amal P Suku

Material Coordinator

I am a highly detail-oriented and organized individual with 4+ years of experience as a Material Controller. In my previous roles, I was responsible for maintaining inventory levels, issuing purchase orders, and coordinating shipments. I have an excellent eye for detail and take pride in ensuring that all materials are accounted for and properly stored. My interpersonal skills allow me to effectively communicate with vendors and other departments within the company in order to ensure timely deliveries. I am confident that my skill set would be an asset to your team.



Work History

2021-07
2023-07

Purchase & Sales Coordinator

Sekhar Trader's Glass & Aluminium ,
Kerala, India

- Ensuring that all invoices are processed correctly and on time
- Negotiating with vendors to get the best possible prices on materials.
- Reviewing quotes from vendors to ensure that they meet all requirements and specifications of the job
- Management of inventory levels by monitoring stock levels and ordering additional supplies when needed
- Preparing purchase orders for all materials, equipment, and other items needed for the company's production process
- Communicating with suppliers regarding orders and shipping schedules
- Developing and maintaining filing systems so as to maintain sales records, prepare reports, and provide financial information to the finance department
- Handling orders by phone, email, or mail and checking the orders have the correct prices
- Helping the sales team to improve their productivity by contacting customers to arrange appointments



Contact

Address

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Passport Details

Passport No. : P0245149

Date of expiry : 21/07/2026

Visit Visa

Expiry Date : 02/11/23



Skills

Communication skills	●●●●○
Negotiation abilities	●●●●○
Organizational expertise	●●●●○
Document Control	●●●●○
Problem-solving skills	●●●●○
Coordination and Collaboration	●●●●○
Microsoft Word, Microsoft Excel	●●●●○

2018-11 -
2020-08

- Making the company's products and services as attractive to potential customers as possible

Material Controller

Samheung Electric Power Co., LTD, IRAQ

Project Name:

1.Karbala Refinery Project, Karbala, Iraq (JV Project)

- Manage and coordinate material delivery committed to construction Team.
- Preparing plans for the purchase of materials as per requirements
- Quoting, reviewing, comparing, analyzing, and approving materials to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records..
- Ensuring the labelling and recording of materials is in line with the warehouse materials management procedures
- Maintained inventories of materials or supplies necessary to meet production demands.
- Generated material supply requirements, order and supply all materials for construction team.



Languages

English	●●●●○	Very Good
Hindi	●●●○○	Good
Tamil	●●○○○	Average
Malayalam	●●●●●	Excellent

2015-07 -
2018-09

Material Coordinator (Warranty)

Maruti Suzuki AVG Motors,Kerala, INDIA

- Monitoring warranty claims to ensure that they are handled properly.
- Coordinating with outside vendors to repair or replace defective products.
- Establishing procedures for handling warranty claims, including documentation requirements such as proof of purchase dates or serial numbers of products
- Communicating with customers about their warranty rights and responsibilities
- Resolving disputes between customers and manufacturers or retailers regarding product defects or malfunctions

- Reviewing customer complaints to determine whether they warrant a response from a manufacturer or retailer
- Maintaining records of all correspondence related to warranty claims, including contact information for all parties involved in the claim process



Education

2013-03
2015-04

• **Diploma in Automobile Engineering**

Kuttukaran Institute for HRD- Kerala

2009-06

VHSE

2011-03

Republican Vocational Higher Secondary School- Kerala

2006-03

SSLC

2009-03

Athurasram Central School, Kodumthara- Kerala



Certifications

2009-05

Computer Hardware Training

2019-05

Trained to Handle Heavy Vehicle



Interests

Volunteering

Travel

Listening to music

Driving

Your Sincerely

Name:

Sign :

Date :