



ANAS KELOTH

PURCHASE OFFICER

ABOUT ME

- Professional with 4 years of GCC experience.
- MBA Graduate
- Holds KSA driving license.
- **DOB: 03/09/1992**



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LANGUAGES

- English (fluent)
- Malayalam (native)
- Arabic (conversation)
- Hindi (fluent)
- Kannada (fluent)

EXPERTISE

- Vendor management
- Creativity
- Purchasing
- Negotiation
- Critical Thinking
- Leadership

EXPERIENCE

Lulu Hypermarket(KSA): Purchase Officer **April 2021 – July 2023**

Creating vendors purchase orders and follow up for delivery. Communicating with vendors regarding inventory needs and negotiating prices to maintain profit margins.

Maintaining complete documentation and records of all purchasing activities.

Reviewed proposals, qualified vendors and recommended optimal suppliers.

Negotiated policies and contracts with vendors to achieve optimal pricing and consistent availability.

Nesma trading co. (KSA): Storekeeper **June 2018 – August 2020**

Stocked storeroom and adjusted minimum and maximum levels in automated inventory system.

Received product shipments and organized in stockroom storage area.

Documented shipping and receiving records to confirm receipts of orders.

EDUCATION

MBA in finance and marketing
Bengaluru University (2013 - 2015)

Bachelor of Commerce
Karnataka University (2010 - 2013)

SKILLS

- MS Office
- Access Tally
- ERP system (BAAN)
- SAP in