

## SHIBIN ANIRUDDIN



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### Key Skills:

- Excellent, professional communication skills and a good team player with a proven ability to work well under high pressure.
- Problem-solving skills with the ability to seek alternative solutions for dilemmas and dynamically changing requirements.
- Strong attention to detail with excellent follow-up.
- Working knowledge of Microsoft Office Products, especially Outlook and Excel.
- Professional aptitude, presentation, and demeanor.
- Strong / Positive Leadership and Relationship skills.
- Respectable - extending dignity and respect to all people.
- Well experienced in ERP tool – Focus, Hotelier & Tally ERP9 Software.
- Ability to work both independently and within collaborative environments.

### Synopsis

- » Approximately 3 years & 10 months of experience in the sales department and 3 years & 8 months in the supply chain category and 3 years & 2 months in the HR & Accounts category. Overall, I have 10 years and 9 months of experience in a related field.
- » Recently associated as “DEPT IN-CHARGE”, (SALES & PURCHASE) – at **Kuruvinakunnel Enterprises/Anjali Hotels Pvt Ltd, Unit of: - Casino Group of Hotels, Willingdon Island-COCHIN-KERALA (From 22<sup>nd</sup> May’ 2017 to 13th April’ 2021).**
- » Previous company roll and assignment/associated as “PURCHASING OFFICER/EXECUTIVE”, – Global procurement “Civil, Mechanical, Electrical, and Electronics Commodity Sourcing /Procurement at **Fawaz Ref. & A/c Company, ARDIYA-KUWAIT (From 11th March’ 2013 to 13th November’ 2016).**
- » Previous company roll and assignment/associated as “ACCOUNTANT & HR ASSISTANT”, - at **Blue Water Foods & Exports Private Limited. MANGALORE – INDIA (22nd July’ 2009 to 20th October’ 2012).**

### Core Competencies

Procurement of Material  
Inventory / Vendor Management  
Distribution Management

Supplier development  
Cost Control / Reduction  
Leadership Skills

Negotiation with vendors  
Comparative Statement  
Documentation

### Employment History

**From May - 2017 to April - 2021. associated as Department In-charge (Sales & Purchase), at Kuruvinakunnel Enterprises/Anjali Hotels Pvt Ltd, a cgh earth experience hotel, Cochin-Kerala.**

#### Deliverables

- » Consistently offering professional, friendly, and engaging service.
- » Personally, greeting all the internal guests, offering support, and directing inquiries.
- » Explaining to customers the exact way a product or service will be of benefit to them.
- » Identifying, qualifying, and selling to new prospects.

- » Keeping in touch with market news, trends, standards, and techniques.
- » Can be a key motivator within a team setting and able to get colleagues to perform well above their average level.
- » Problem solving by applying logical and lateral thinking to issues and then coming up with viable sales solutions.
- » Assist the Shop manager with the purchasing of all goods and equipment required by the hotel shops.
- » Supervise the purchase of correct goods and materials at a competitive price and proper quantities/ volumes.
- » To be responsible for cash handling and end of day banking and reconciliation procedures when the Manager is not there.
- » Worked Closely with departmental managers to help create accurate budgets.
- » Maintain good communication and working relationships with all hotel areas.

**From March - 2013 to November - 2016. associated as Purchasing Officer/Executive, at Fawaz Ref. & A/c Company- Ardiya – Kuwait.**

**Deliverables**

- » Reconciliation vendor Statement with Focus System & Manual Stock Verification, Analysis of Vendor Performance & PriceVariance.
- » Purchase related all responsibility - New Vendor Development, Price Negotiation with the vendor, PO releasing, Material Delivery andPayment, etc.
- » Procurement of all kinds of material (Civil, Mechanical, Electrical & Electronics).
- » In Civil- Procurement of RMC, Shuttering Ply Wood, Grouting Material, Epoxy Grout, Admixture, Curing Compound, Sand, Aggregate, Cement, Anchor Bolt, TMT Bar, MS Bar, Nails Binding Wire, waterproofing compound, Antifungal Paint, Bricks. Bill of Material costing/product costing.
- » In Mechanical- All types of Fittings (Elbow, Coupling, Valve, Flanges,) Pipe, Piping Material, Stud Bolt, Fasteners, etc. In Electrical- All types of Electrical and also consumables material of Project.
- » Creating different reports as required by Management.
- » Negotiating with the vendors for Rate, Delivery, and Payment Terms.
- » Preparing the RFQ for referrals and forwarding it to the relevant suppliers/agents to obtain Quotations.
- » Preparing Purchase Order.
- » Payment follow-up with the finance team to ensure the supplier to receive the payment within the credit limit.
- » Handling Logistics' Department as well as negotiating with buyers, and Buyers' agents.
- » Verifying vendor bills, invoicing and making payments to the creditors promptly.

**From July - 2009 to October - 2012, associated as Accountant & HR Assistant, at Blue Water Foods & Exports Private Limited- Mangalore –INDIA.**

**Deliverables**

- » Assist in preparation of financial statements such as billings, budgets, and cost reports.
- » Assist in ordering, care, maintenance, and utilization of department equipment, supplies.
- » Handled monthly journal entries, accounts, and various ledgers.
- » Handled all official company correspondence efficiently.
- » Distribute, review, calculate, and process payroll timesheets and employment documents.
- » Provide administrative/secretarial support for the department/division such as answering telephones, assisting visitors, and resolving and referring a range of administrative problems and inquiries.
- » Prepare journal entries.
- » Account/Bank reconciliations.
- » Issuing Offer Letter, Appointment Letter, Confirmation Letter. Gathering all the documents of the New joiner as per the company policy.

- » Issuing exit documents (Experience & Relieving Letter) and ensures full and final settlement at the time of leaving.
- » Preparing Circulars, Memos, monthly meetings, review meetings and circulating them to all the Employees & management.
- » Solving all the queries of the employee related to their salary, tax deduction, etc.
- » Take care of Vendor Management, Petty Cash, and Payment Management.

### Scholastics

- » B.Com – Bhandarkar's Arts & Science College Kundapura, Mangalore University – 2006.  
(Incomplete Degree)

**IT Skills:** Well versed with MS Office, Windows, Internet, Focus- Purchase module, etc.

### Personal Dossier

Date of Birth	:	11 <sup>th</sup> March -1988
Passport Number	:	V5380059
Cast	:	Roman Catholic-Christian
Sex	:	Male.
Marital status	:	Unmarried.
Permanent Address	:	#3-2, S/o Aniruddin, Gloria house, near holly cross convent trasi, Gujjadi PO, Kundapura (t.q), Udupi (dist), Karnataka-INDIA - 576247.
Languages Known	:	English, Hindi, Malayalam, Kannada and Tamil
<b>References</b>	:	<b>Available upon request</b>

**Date:**

**Place:** Kundapura (Udupi-Karnataka)

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