

JITENDRA KUMAR SUTHAR

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Career Objective:

Enhance my professional skills and gain knowledge to contribute towards organization and personal growth.

Professional Background:

Total work experience in Retail FMCG 10+ years (14th April 2013 to till date)

Currently working:

IFA Food Co.

Oncost Cash & Carry/Taiba Market and Gulfmart Supermarket. (Kuwait)

Gulfmart has joined the Oncost Family from November 2018 (IFA Food Co.)

Assistant Buyer

CATEGORY & PROMOTIONS

Period: From **Aug.2022 to Till Date.**

As an assistant buyer I am responsible for acquiring, purchases, replenishment and negotiations with suppliers, pricing, inventory control, SKU / Category / Department product evaluate this include reporting of sales, profit and margin.

Promotion Coordinate with marketing and social media team.

Buyer Clerk

FMCG/NON-FOOD/PROMOTIONS

Period: From **Nov.2017 -Aug.2022**

Main function of the job is to provide clerical and administrative work in purchasing department. Coordinate ins and outs of the organization particularly in buying department, maintaining and filling of supplier's business contract, taking orders, researching pricing trends and making reports as per the request of the managers.

Data Entry In Receiving Department

Period: From 15th Apr. 2013 to Nov.-2017

Admin.H.R. & IT supports team to H.O. and inter office communication.

Perform all normal secretarial functions and data entry as directed by manager.

Maintain and update files.

Checking the email, receiving/sending for the company purpose.

Inventory (stock tack), wastage adjustment.

Coordination with public relation officer for making purchase order & organization's according to department to resolve.

Handling daily sales reports which consist of stock margins and profitability in sales in the market by checking the actual cost with the selling price of market.

Promotion co-ordination, changing the price accordingly and revert the same, if necessary, throughout the flow of promotion period for the IT.

Responsible or routing the Section's documents to proper departments / employees including reproduction photocopying of such documents.

Price change send & checking & shelf label tags in outlet store.

Preparing goods returns & value received notes.

Invoices check, expiry dates and Production dates check.

Following up with suppliers regarding delivery of goods.

Educational background:

- Achieved Secondary Certificate from Rajasthan Board Of Education in the year 2002.
- Achieved Higher Secondary School Certificate from Rajasthan Board Of Education in the year 2004.
- Achieved Bachelor of Business Management from Rajasthan Vidhayapeeth University, Udaipur in 2007.
- Achieved Master of Business Management degree (Marketing & Human Resource) from Rajasthan Technical University, Kota in the year 2010.

Professional Excellence Summary

- Good communicating skills in both ways of verbal and written.
- Adequate knowledge regarding retail management and sales support.

Training Attended:**During M.B.A.**

- Undergoing 45 days intense training from 5th July, 2008 to 20th August, 2008 about in marketing and sales promotion Banswara Syntax Pvt Ltd, At Banswara.

During B.B.M.

- Undergoing 45 days intense training from 10th June, 2006 to 25th July, 2006 about various marketing and personal activities in Tempsens Instruments India Pvt Ltd, At Udaipur.

Computer proficiency:

- Known office package: Microsoft word, Microsoft excel, Microsoft power point.
- Internet application.
- Microsoft office Outlook.

Personal Details:

Father's Name	:	R.K. Suthar
Date of Birth	:	2nd January 1987
Nationality	:	Indian
Marital Status	:	Married
Languages Known	:	English, Hindi, Arabic
Passport Status	:	Yes (Till 2029)
Visa Status	:	Transferable (18)
References	:	Available upon Request
Permanent Address	:	At - Post – Paloda, Th.-Garhi.
Dist.-Banswara.	:	Pin - 327605 (Rajasthan)

Place: Kuwait**(Jitendra Kumar Suthar)****Date:**

