

KANNAN G PILLAI

Purchasing Assistant



CONTACTS

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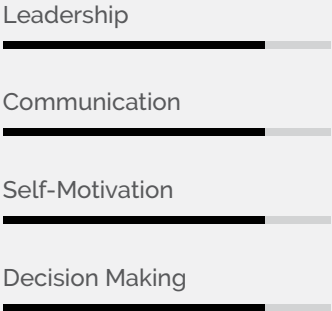
Email:
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Address:
DUBAI, United Arab Emirates

ABOUT ME

As an enthusiastic Assistant Purchaser, I am keen to bring my procurement proficiency and robust negotiation abilities to your vibrant team. With a passion for contributing to and evolving within a dynamic work environment, I am eager to leverage my skills to make a significant impact on your organization's purchasing operations.

SKILLS



COURSES

- EWf (sims)**
Present
- MS Office**
Present
- Documentation**
Present
- Inventory control**
Present
- AutoCAD**
- Photoshop**

PERSONAL DETAILS

Date of birth
24 Dec 1991

Nationality
Indian

Visa status
UAE Light Vehicle Licence

Marital status
MARRIED

DRIVING LICENSE

Driving license category
UAE Light Vehicle Licence

WORK EXPERIENCE

- Purchase Assistant**
Extracare Medical Trading LLC / Dubai / Jan 2020 - Present
- Negotiated and implemented cost-effective contracts for optimized processes.
 - Sourced new vendors and suppliers to boost product offerings and increase profit margins at each store location.
 - Assisted with staff development by implementing effective, hands-on training programs for new employees, maximizing performance and engagement from day one.
 - Analyzed buying trends at each store location to identify the appropriate mix of inventory items for top-tier sales.
 - Negotiated pricing for apparel and accessories from vendors to secure optimal pricing and keep costs low.
 - Delivered an exceptional level of service to each customer by listening to concerns and answering questions.
 - Assisted various business groups with document organization and dissemination during acquisitions. Researched and updated all required materials needed for firms and partners.

- Store Supervisor**
Extracare Medical Trading LLC / Dubai / May 2018 - Present
- Managed staff schedules and budgets for the continued productive and profitable company.
 - Assisted various business groups with document organization and dissemination during acquisitions.
 - Supported Chief Operating Officer with daily operational functions.
 - Obtained documents, clearances, certificates, and approvals from local, state, and federal agencies.
 - Monitored multiple databases to keep track of all company inventory.
 - Analyzed departmental documents for appropriate distribution and filing.

- Store Assistant**
Extracare Medical Trading LLC / Dubai / Dec 2015 - Present
- Verified process and procedural compliance with relevant regulations.
 - Assisted customers with product selection, sales, and return.
 - Recommended merchandise based on customer needs.
 - Prepared products for the sales floor and created appealing product displays.

EDUCATION

BBA INDIA & ARUNODAYA UNIVERSITY 2024 WAITING FOR SEMESTER 6 EXAM	Diploma in Interior Designing Kerala, India & D-Zign The Institute of Interior Designing 2011 Coursework in Professional Prospecting Skills
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Vocational Higher Secondary Certificate
Kerala, India & Government Vocational Higher Secondary
2009
Coursework in Professional Prospecting Skills. Student government representative

LANGUAGES

