

KANNAN PILLAI

+00971581905426 • kannanvazhivilayil@gmail.com • AL QUSAIS, dubai • 24/12/1991
• UAE Light Vehicle Licence • indian



Adept at optimizing processes and enhancing profitability, I leveraged skills in inventory management and team building at ExtraCare Medical Trading LLC. Through strategic sourcing and effective staff training, I significantly contributed to product range expansion and profit margin improvement. My proficiency in MS Office and strong supervision abilities underpin my track record of success.

Experience

JAN '20 - PRESENT

PURCHASE ASSISTANT | EXTRACARE MEDICAL TRADING LLC, Dubai

- 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
- Successfully completed Moh clearance via the Moh portal
- Managed batch clearance activities
- Enhanced efficiency through coordination with the clearance agent.

MAY '18 - DEC '19

STORES SUPERVISOR | EXTRACARE MEDICAL TRADING LLC, Dubai

- 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.

DEC '15 - MAY '18

STORES ASSISTANT | EXTRACARE MEDICAL TRADING LLC, Dubai

- 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
- Maintained cleanliness and organization of the warehouse to support smooth workflow
- Identified and removed damaged products, quickly replacing items with quality stock to minimize customer delays
- Picked orders to meet productivity targets.

Education

JAN '24

THE BACHELOR OF BUSINESS ADMINISTRATION (BBA)

ARUNODAYA UNIVERSITY

JAN '11

DIPLOMA IN INTERIOR DESIGNING

D - ZIGN THE INSTITUTE OF INTERIOR DESIGNING

JAN '09

VOCATIONAL HIGHER SECONDARY CERTIFICATE

GOVERNMENT VOCATIONAL HIGHER SECONDARY

Skills

AutoCAD

Photoshop

MS Office

EWf (sims)

Documentation

Inventory control

Managing

Record keeping

Supervision

Sourcing strategies

Data entry accuracy

Logistics coordination

Budget management

Supplier management

Sales Analysis

Inventory management skills

Team building

Certifications

UV Training

UAE Light Vehicle License

Personal Information

Passport Number: V1015071Passport Date Of Issue: 04/28/2021Passport Place Of Issue: CochinPassport Expiry Date: 04/27/2031

Languages

Malayalam

Native

Tamil

Beginner

English

Fluent

Hindi

Conversational