



NIKHIL T S

BUYER - LPO MAKER

Address:
Abu Dhabi-UAE

Mobile:
+971 52 521 1216
+971544755020

Email:
nikhiltshaji@gmail.com

OBJECTIVE

To be part of an integral organization by utilizing my best capabilities, experiences to the optimum level and knowledge to achieve organizational goals and provide ample scope for learning and career growth. To secure a stable and challenging position with a pro-active company and prove to be an asset by contributing to the continue success of the company.

SKILLS

- Sap.
- Sales.
- Purchasing.
- Strong negotiating skill with suppliers.
- Communication skill.
- Inventory.

EDUCATION

🎓 **Diploma in Civil Engineering** (from Kerala Technical Board of Engineering (ITI) Kerala - India)

🎓 **Plus Two** (from Higher Secondary Education Board, Kerala - India)

🎓 **S.S.L.C** (from General Education Board, Kerala - India)

Computer Knowledge

🎓 **Diploma in Auto CAD** (From Authorized Autodesk center, Cyrix Institute of Engineering, Kerala - India)

🎓 Good working knowledge in **MS DOS, MS WINDOWS XP , SAP**

🎓 **MS Office softwares**, Microsoft Word, Excel, Power point

🎓 **Internet related programmes** downloading and installation

EXPERIENCE

Role : **BUYER** (2018-2021)

Company : **QUICK GROUP DUBAI**

Role : **BUYER AND LPO MAKER** (2021-2022)

Company : **LULU GROUP INTERNATIONAL**

Duties and Responsibility

- ✓ Identifying the organisations purchasing needs.
- ✓ Researching, selecting and purchasing quality products and materials.
- ✓ Building relationships with suppliers and negotiating with them for the best price, quantities and delivery timescales.
- ✓ Processing requisitions and updating management on the status of orders.
- ✓ Updating inventory and managing stock levels.
- ✓ Arranging transport of goods and tracking orders to ensure timely delivery.
- ✓ Understanding the target market and analysing trends in order to make informed buying decisions.
- ✓ Coordinating with inventory team, management, and stockroom.

DECLARATION

I hereby certify that the above information are true and correct according to the best of my knowledge & My Experience.

LANGUAGE

ENGLISH 
HINDHI 
TAMIL 
MALAYALAM 

PERSONAL DETAILS

Nationality : India
Date of Birth : 13/01/1994
Gender : Male
Marital Status : Single
Passport No : L1540707
Visa Status : Employee Visa

DRIVING LICENSE

LICENSE TYPE : MANUAL
LICENSE NO : 2803949
EXPIRY DATE : 17-08-2024