

ARUN RAVINDRAN



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📍 Abu Dhabi, Salam Street

Nationality : Indian

Date of birth : 30/07/1990

Driving License: UAE, Indian

Visa type : Employment

Visa validity : 18-05-2024

Marital status : Married

Notice period : 30 days

Languages : English

Hindi

Malayalam

Tamil

EDUCATION

Master of Business
Administration (**M B A**)

Bharthiar University

Bachelor of Computer
Application (**B C A**)

Bharthiar University

CAREER SUMMARY

Seven years+ professional work experience as **Procurement/ Purchase officer** with vast knowledge in procuring for **construction, trading, projects, F&B** and **UAE experience** in various sectors (**Manufacturing, Civil, Trading, IT, Packing items, Equipment's, Projects, Services etc.**). Have the ability to work independently by tracking multiple processes. Handles **Purchase and procurement, Coordinating sales, inventory controls and oversee the operations of logistics departments.** Co-ordinate with different branch offices across the GCC to fulfil the sales and procurement requirements on time.

EMPLOYMENT HISTORY

PURCHASE OFFICER –SOUTHERN FRANCHISE COMPANY (FROM2020)

- Experienced in purchasing food and non-food Items, packing materials, services, equipment's, spare parts, chemicals, automobile, engineering, construction items etc.
- Manage purchase and procurement, allocation, logistics, distribution, stock level cost compilation and GP analysis.
- Identify new sources of suppliers, evaluate proposals, and price negotiation for different range of materials.
- Spearhead stock-less inventory system resulting in reduced merchandise cost and time
- Manage a group of members for a result oriented process

PROCUREMENT EXECUTIVE – INDICAA GROUP LIMITED(2020)

- Experienced in purchasing and analysing metal scraps and oversee purchase and procurement needs of the organization.
- Oversee purchase and procurement, Assists in container booking and import shipments.
- Manage goods delivery schedules to improve use of limited storage space. Nature of Business Scrap trading.

EXPERTISE IN

-  Negotiation
-  Centralised Procurement
-  Strategic Sourcing
-  Cost Reduction
-  Supply Chain
-  Business Strategy
-  Shipping Process

HOBBIES

-  Reading articles
-  Travelling
-  Watching movies
-  Listening music

HOME ADDRESS

Meera Nivas,
Aymanam P.O
Kottayam- 686015
Kerala, India

CURRENT RESIDENCE

Abu Dhabi,
Salam Street

LINKEDIN LINK

<https://www.linkedin.com/in/arun-ravindran-3931a7bb>

PURCHASE EXECUTIVE – DANUBE GROUP (2016-2020)

- Experienced in purchasing Building Material like MDF ,acrylic sheet, laminate sheets, tiles, sanitary Items, electrical items, equipment's, spare parts, and several import purchases.
- Bring improvement in the purchase process by coordinating with sales teams by identifying the requirements based on market trends, recommend detailed cost benefit analysis and estimated Return on Investment.
- Monitoring stock reports, figuring ageing stock in the storage and set targets to sales team to minimize the obsolescence.
- Designed and implemented tracking mechanism for purchase.

BUSINESS DEVELOPMENT EXECUTIVE - INDUS MOTORS(2014-2015)

- Identify and evaluate sales requirement, oversee purchase and procurement, logistics and business development.
- Interpret day-to-day business objectives and prepare/execute operational practices/work programs. Ensure proper execution of processes by team.

SKILLS& ACHIEVEMENTS

- Computer-savvy with working knowledge in ERP software proficiency.
- Expertise to respond and resolve diverse needs of the team and business requirement.
- Ability to analyse statistical data and introducing marketing strategies, sales strategies and purchase desires.
- Crowned as Mr. TYMA for the year 2012-2014, award for best talented student from college.
- Won III rd prize in debate competition conducted by Tamil Nadu Management Association.

References available upon request