

# SREERAJ K S



## CONTACT

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## OBJECTIVE

Dynamic and results-oriented Buyer with a proven track record in strategic procurement, vendor management, and cost optimization. Seeking a challenging role to apply my market analysis skills, negotiation process, and supply chain expertise to drive profitability and sustained growth for the organization.

## SKILLS

- Negotiation Skills
- Risk Management
- Decision Making
- SAP ERP Software
- Microsoft office, outlook
- Problem-Solving Skills
- Attention to Detail
- Relationship Building
- Supplier Negotiation
- Decision Making
- Time Management
- Market Research
- Data Analysis

## INTERESTS

- Following industry news
- Check recent trends in E-commerce sites
- Product exploration
- Stock market trading
- Strategic mind games
- Listening music & watching movies
- Social media
- Reading Books

## REFERENCE

- **Shaji Hamza - General Manager**  
Lulu Group International  
Hamzak@sa.lulumea.com  
+966546185900
- **Dr. Jithin Benedict - Professor**  
St. Albert College Kochi  
Jithin@mbanimit.ac.in  
+919747006070

## EXPERIENCE

### Lulu Group International - Saudi Arabia

01-03-2022 - 10-04-2024

Buying Coordinator

- Purchase Order Management in SAP.
- Order Tracking and Fulfillment.
- Assist and coordinate with vendors for merchandising activities.
- Negotiates prices and contracts with suppliers.
- Generate other income from vendors.
- Communicates out-of-stock concerns to the Operation teams.
- Daily sales tracking of promotion.
- Assist the customer service team to ensure customer satisfaction.
- Inventory Monitoring.
- Supply Chain Management.
- Stay up-to-date with industry trends, competitor activities, and market changes.
- Data Analysis and Documentation
- Collaboration with Cross-functional Teams.

### IndusInd Marketing and Financial Services Pvt. Ltd-Kerala

06-09-2019 - 04-10-2021

Credit Verification Officer

- Application Review & Credit History Analysis
- Verification of Information & Risk Assessment
- Compliance with Policies
- Communication with Applicants & Documentation.
- Collaboration with Other Departments

## EDUCATION

### Naipunnya Business School, Calicut University

2017-2019

Master of Business Administration in Marketing & Finance

### Nirmala College, Mahatma Gandhi University

2014-2017

B.Com in Computer Application

## ACHIEVEMENTS & AWARDS

- ✓ Successfully obtained a certificate in Customer Interactions in Retail Management.
- ✓ Successfully obtained certificate in Effective Practices for Sourcing, Purchasing and Procurement.
- ✓ Microsoft certification in MS Excel 2018.
- ✓ Developed and maintained relationships with over 180 reliable suppliers.
- ✓ Developed concise reports providing valuable insights to senior management.
- ✓ Successfully completed organization study with reference to Malabar brewery company, Poolany.
- ✓ Successfully completed MBA major project study with reference to OPPO Electronics Kerala Pvt Ltd.
- ✓ Achieved 1st prize in intra departmental marketing competition.
- ✓ Organized Vaidakthya National Conference conducted at Naipunnya Business School.

## PERSONAL DETAILS

Nationality : Indian

Gender : Male

Language : English, Malayalam & Hindi

Martial Status : Single