



SARATH SIVARAJAN

MANAGER CUM PURCHASE MANAGER

My Contact

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UAE

Date of Birth : 25.07.1999
Nationality : Indian
Gender : Male
Marital Status : Single
Visa Status : Employment Visa
Passport No : T9903594
Passport Expiry : 15.10.2029

Key Skills

- Procurement Management
- Inventory Management
- Strategic Planning
- Team Leadership
- Sales Techniques
- Sales Reporting
- Customer Service
- Stakeholder Relationship Management
- Product Knowledge
- Supply Chain Management

Education Background

- 2019 KGCE Civil engineering**
MV College of Chathannur, Kerala, India
- 2017 Higher Secondary**
Board of Higher Secondary Examination, Kerala, India

Languages

- English
- Malayalam
- Hindi
- Tamil

Computer Skills

- Basic Knowledge

About Me

Dedicated and results-driven professional with over 4 years of proven track record in diverse roles encompassing sales, goods receiving, customer service, and management. Currently excelling as a Manager Cum Purchase Manager with a solid foundation built on previous experiences in retail operations. Skilled in strategic planning, team leadership, procurement, and customer relations, with a keen eye for optimizing processes and driving business growth. Seeking to leverage diverse skills and experience to contribute effectively to a dynamic organization.

Professional Experiences

MANAGER CUM PURCHASE MANAGER | 10, April 2022 - Present
BIGBUY MARKET DMCC JLT, Dubai, UAE

Manager Responsibilities

- Develop and implement strategic plans to achieve company objectives and drive growth in the market.
- Lead and motivate a team of professionals across various departments to ensure smooth operations and high productivity.
- Develop budgets, monitor expenses, and optimize financial resources to improve profitability.
- Build and maintain relationships with key stakeholders, including clients, suppliers, and regulatory bodies.
- Identify potential risks to the business and develop strategies to mitigate them effectively.

Purchase Manager Responsibilities

- Identify reliable suppliers, negotiate contracts, and maintain good relationships to ensure timely and cost-effective procurement of goods and services.
- Implement inventory management strategies to optimize stock levels, minimize carrying costs, and prevent stockouts.
- Develop and enforce quality standards for purchased goods, ensuring compliance with regulatory requirements and customer expectations.
- Continuously review and streamline procurement processes to improve efficiency, reduce lead times, and enhance overall procurement performance.
- Maintain accurate records of purchases, contracts, and supplier information while ensuring compliance with relevant laws and regulations.

SALES, GOODS RECEIVER, CUSTOMER SERVICE | 10, Jan 2020 – 01, April 2022
BIGMART SUPERMARKET (EMG HOLDINGS), AL NAHADA 2

Responsibilities

- Assisted customers in product selection, provided information on features and benefits, and facilitated purchases to meet their needs.
- Achieved and exceeded monthly sales targets through effective product promotion and upselling techniques.
- Managed goods receiving operations, conducted quality inspections, and maintained accurate inventory records.
- Provided exemplary customer service, resolved inquiries and complaints, and upheld high standards of customer satisfaction.