

# VARUN V NAIR

Procurement officer & Store In charge, Assistant Accountant

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## Summary

Enthusiastic about driving sustainable procurement practices and optimizing inventory management, I have over 5 years of hands-on experience as a Procurement Officer and Store In Charge. With a track record of fostering strong vendor relationships and implementing cost-effective strategies, eager to contribute to a team focused on ethical standards and efficient supply chain solutions.

## Experience

### Cambridge International

Doha, Qatar

#### Procurement officer & Store In charge

06/2019 - 07/2024

- Select suppliers promoting sustainability, ethical standards, and cost-effectiveness
- Oversee inventory levels, perform stock audits, manage purchase orders, track shipments, and resolve issues.
- Negotiate best prices, delivery, and service with vendors
- Maintain good supplier relationships, resolving delivery and quality concerns
- Develop sourcing strategies, evaluate supply sources, and improve supplier performance
- Manage ingredient costing files and vendor price-lists
- Optimize vendor quotations and manage payment terms
- Reconcile order discrepancies and ensure timely delivery.

### ICICI Bank

Kerala, India

#### Associate Credit Process and Auto Loan

06/2018 - 05/2019

- Maintaining good relationship with customers
- To respond to incoming enquiries
- Evaluate potential customers' creditworthiness
- Maintain detailed records of company loans
- Approve or reject loan requests from customers
- Calculate and set loan interest rates
- Negotiate loan terms with new customers
- Monitor customer loan payments
- Disburse loan amount

### Indian Oil Corporation

Kerala, India

#### Accountant

05/2016 - 06/2018

- Keeping daily records and transactions.
- Performing financial operations.
- Reporting on financial performance
- Monitoring spending and budgets
- Keep Accounts book

## Education

### University Institute Of Technology

Kerala

#### B.Com with Computer Application

07/2013 - 05/2016

### G-Tech

kerala

#### Professional Diploma In Indian and Foreign Accounting

## Languages

English Advanced ●●●●●

Tamil Advanced ●●●●●

Hindi Advanced ●●●●●

## Skills

Financial reports. Budgeting and cash flow analysis · Account reconciliation · Account receivables and payables · Cash management · Inventory management · UAE VAT · SAP · Negotiation skills · MS office · Tally ERP · Peachtree · Quickbook