










Gibin Cherian Mathew

Assistant Buyer | HR Professional
| Data Entry Back Office



Personal details

-  gibiname1607@gmail.com
-  +971-568821296
-  Al Qusais Dubai
-  August 10, 1991
-  3795865 (Auto)
-  Male
-  Indian
-  Married
-  gibincmathew
-  Visa Status: Immediate Joining

Skills

- Inventory Management
- Vendor Management
- Budgeting And Forecasting
- Purchasing
- Strong Negotiation Skills
- Sales Analysis
- Record Keeping
- Employee Relations

Summary

Experienced and dedicated Assistant Buyer Cum HR Assistant with a passion for driving success in a dynamic and growth-oriented organization. Proven ability to effectively manage purchasing activities and provide valuable support in HR functions. Committed to continuous learning and staying up-to-date on industry trends and best practices. Skilled in maintaining strong vendor relationships, record keeping, negotiation, procurement processes, and ensuring compliance with HR policies and procedures. Looking for a challenging opportunity to utilize my skills and knowledge to contribute to a company's success.

Employment

Assistant Buyer / HR Assistant **Nov 2015 - Present**
Sunrise City Supermarket LLC, Dubai

- Assistant Buyer** **Sep 2020**
- Successfully managed storehouse and inventory, ensuring timely stock replenishment through effective purchase order issuance.
 - Coordinated with vendors to guarantee prompt delivery of products.
 - Inspected purchased items upon delivery, promptly addressing and reporting any discrepancies or quality issues.
 - Maintained and updated supplier database, as well as records of purchases, pricing, and other key transaction details.
 - Collaborated with store and vendors for GRV clearance, while regularly updating inventory records to maintain accurate stock availability.
 - Analyzed sales data to identify trends and maximize sales opportunities.
 - Developed strong relationships and negotiated contracts, terms, and conditions with suppliers to achieve the best possible deals.
 - Assisted in the development of promotional campaigns that significantly increased store traffic and boosted sales revenue.
 - Conducted thorough market research to identify potential vendors for specific products or services.
 - Evaluated pricing structures from various vendors to determine the most cost-effective option.
 - Monitored stock levels across multiple stores to ensure consistent product availability.
 - Stayed up-to-date on market trends, new products, and industry regulations to make well-informed purchasing decisions.
 - Collaborated with the purchase manager and store team to create effective promotional strategies that led to increased sales.

- HR Assistant** **Nov 2015**
- Supported day-to-day operations of HR functions and duties.
 - Provided administrative support to Human Resources Department by preparing correspondence, maintaining personnel files, and entering data into HRIS system.
 - Coordinate with PRO department for labor and immigration work (New/ Renewal/Cancellation).
 - Performed customer service functions by answering employee requests and questions.
 - Assisted with recruitment and onboarding processes, including scheduling

Payroll Administration

Human Resources Support

Data Entry

Problem solving

Teamwork

Time management

Onboarding

Languages

English

Malayalam

Hindi

Tamil

- interviews, coordinating background checks and collecting new hire paperwork.
- Coordinating with the insurance department for staff insurance (Group life/ Medical) addition & deletion.
 - Coordinating with vehicle mulkia ,insurance renewal.
 - Assist in preparing final settlement, leave salary and all other employee benefits.
 - Assist in processing payroll of staffs through WPS.
 - Worked closely with hiring managers to effectively source qualified candidates for open positions using various recruiting methods such as job boards or social media platforms.

Aircraft Trainee Technician

Apr 2014 - Sep 2014

Air India Express, Trivandrum

- Involved in base maintenance and carrying out phase check 500hrs and C Check on B737-800NG fitted with CFM56-7B Engine.

Aircraft Trainee Technician

Apr 2013 - Sep 2013

Go Airlines India Pvt Ltd, Patna

- Involved in line maintenance on Airbus A320-214 fitted with CFM 56-5B engine.

Education

Bachelor Of Business Administration

Dec 2014

Alagappa University, Coimbatore

Aircraft Maintenance Engineering

Dec 2012

Nehru College Of Aeronautics And Applied Sciences, Coimbatore

Certificates

G-Operator (Excel /MS Office/Power Point)

Aug 2015

G Tec Computer Education

References

Mr. Vipin Ponmudiyan

Sunrise City Supermarke LLC

+971-501701587