

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
Sunrise City Supermarket LLC, Dubai

Nov 2015 - Present

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

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