



# Raghu Raj N.V

## Purchase & Store Manager

[Veettinnettur@gmail.com](mailto:Veettinnettur@gmail.com)

00971555314643

Dubai

### Objective:

Dedicated Account and Purchasing Manager specializing in logistics coordination, vendor relations, and inventory management. Organized and proactive with remarkable project management, communication, and planning abilities. Seeking Purchasing with advancement potential in need of leader skilled at reducing costs and increasing department efficiency. Purchasing Manager Proficient at problem-solving and program development. Ten plus-year histories with progressive experience. Seeking an advanced leadership position with an established company. Dedicated and experienced restaurant accounting professional with proficiency in Micros, Sapaad, and Foodics seeking a challenging position to utilize my skills and contribute to the success of a dynamic restaurant establishment.

### Professional Experience:

#### **The Food Fund LLC.**

2021-2022

From 2022 to 2024, I was not able to continue in Food Fund LLC as a purchase manager due to long term health condition. However, I am now back to full health, and ready to take the step in my career. Work experience only for 7 months in Food Fund.

#### **Gathering Group Private Limited:**

2015 - 2021

#### **(Purchasing officer/Store manager/Central kitchen in charge)**

4 Brands (KOFÉ, 32 Burger, Serve, Gathering Bistro)

### Responsibilities:

To develop and manage vendor partnerships and control the contractual and commercial obligations of each supplier, working closely with hub SQM Manager

Establish metrics to measure and improve department performance, include supplier performance, shortages, price changes, supplier quality, etc.

Work closely with the Hospitality Operations Managers to develop budgets and review all job costing for effective management

Assign tasks, review work, and provide direction to staff while ensuring purchasing processes are met within established timelines

Executes all activities in compliance with ES&H responsibilities established by company policies, work rules, and safe practices

Establishes policies and procedures related to the purchasing function, provides training to purchasing personnel and monitors performance to ensure compliance.

Working with all levels of management and executive team, collaborations, problem-solving, and change management.

Responsible for the development of relationships with strategic suppliers, sourcing new vendors as needed at the best terms possible administration and maintenance of GPO contracts, equipment leases, service contracts, contract reviews, renewals, and terminations.

Processing all orders for packaging supplies, housekeeping supplies, office supplies, maintenance, safety supplies, research & development, and capital expense purchases.

Providing assistance to the accounts payable department includes receiving all items from deliveries and assist with any price discrepancies on invoices from the approved purchase order.

Providing research for customer service on custom quotes, lead time and back order status.

Utilized Micros, Sapaad, and Foodics software to track sales, inventory, and expenses accurately.

Assisted in the implementation of Micros, Sapaad, and Foodics software systems and provided training to staff on their use.

### **Operation Head (Freelancing) (Serve Bakery, Kuwait)**

Helped numerous clients to establish and operationalize new F&B outlets in the capacity of an operation head responsible for marketing and branding, staffing and recruiting, purchasing and inventory, store management. Equipment's for front of house and back of house. Planning and implementing the appropriate software for F&B. Specialised in coffee beans exporting and knowledge of coffee equipment (KOFE Kuwait). Staffing and recruiting, purchasing and inventory, store management, equipment's for front of house and back of house. Specialised in bakery products and knowledge of bakery equipment.

### **ADNEC (Security Manager) (Abu Dhabi)**

2010-2014

Supporting the team by providing guidance and leadership to the Security Guards. Ensure that Security Guards carry out their duties professionally with challenges.

Initiating Management and Control of any incident affecting the security or safety of personnel and property.

Assisting with internal and external patrols on site and the rotation of guards through static posts, where applicable.

Providing cover for absences with right replacement where required and maintaining duty roster.

Ensuring security guards are properly dressed, and provided with the necessary safety (PPI) equipment to carry out their routine tasks.

Contact the emergency services as required.

Initiating reports on defects to security equipment or security systems applied including CCTV management.

KEY CONTROLLER from 2011 Feb-2012 April.

### **MGS Travels, (Operation Manager) (Cochin, India)**

2007-2009

Responsible for planning and supervising staff transportation, scheduling routes, ensuring random vehicle inspection and providing full safety to staff.

Monitor transportation costs, maintain records, and ensure compliance with road regulations.

Responsible for directing, coordinating, planning and overseeing tasks and operations within an organization involving transportation activities.

Required to ensure the legal requirements for road haulage are met.

**VALSALA Travels, (Transport Coordinator)**  
(Cochin, India)

2004-2007

Responsible for directing, coordinating, planning and overseeing tasks and operations within an organization involving transportation activities.

Coordinate Vehicle maintenance schedules to ensure that vehicles are in good working condition and compliant with safety regulations.

Communicate with drivers to provide instructions, updates, and address any issues they encounter while on the road.

Maintain accurate records of shipments, routes, delivery times, and vehicle maintenance activities.

Monitor transportation costs, including fuel expenses, maintenance costs, and tolls, to ensure adherence to budgets.

**Education:**

Degree BCA: Anna University, Chennai

Plus Two : Directorate of Higher Secondary Education, Andhra Pradesh

**Achievements:**

First Aid Certificate / License. Fire Fighting Certificate / License.

X-Ray BIS and General Duties and Responsibility Training Course. Radio Communications Training Course.

IDEX (International Defence Exhibition & Conference) Appreciation Certificate for Completion of the show.

**Skills:**

Communication Skill Interpersonal Skill Research Skill Technical Knowledge

Documentation & Record-Keeping Supply Chain Knowledge

Market Research Contract Management Analytical Skills

Risk Management Record-Keeping Computer Skills

**Personal Details:**

Nationality : Indian

Passport : T1937881

Gender : Male

Languages : English ,Hindi ,Arabic

Driving licence : Kuwait

**Reference:**

1. Mr. Farook – Asst. Project Manager – (ADNEC) (+971-508145419)

2. Mr. George – General Manager, the Gathering Bistro Kuwait (+965 97754029)

**Declaration:**

I hereby declare that the above-mentioned details are true to the best of my knowledge.

Thanks, and regards,

Raghu Raj N V

