



ROSHIN KUMAR P

Senior Officer - Purchase, and Inventory Management

About Me

Detail-oriented and dedicated professional with over three years of hands-on experience in procurement, sales, and inventory management. Holding an MBA qualification, I bring proven expertise in navigating the intricacies of material procurement, stock management, and fostering effective customer communication. Eager to take on a challenging position where I can leverage my comprehensive background and education to contribute significantly to the success of a dynamic organization

contact



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Language

- English
- Hindi
- Malayalam

Experience

POLYPLAST TRADING COMPANY
(ELECTRICALS PLUMBING & SANITARY)
OPERATIONS EXECUTIVE

2020- present

senior officer with three-year track record in sales, purchase, and inventory management at Polyplast Trading Company. Demonstrated proficiency in the strategic optimization of procurement processes, sales initiatives, and stock management. Adept at utilizing Microsoft Excel, Word, and PowerPoint to analyze data, create insightful reports, and deliver compelling presentations

WORK HANDLING

Procurement:

- Coordinated the procurement process by gathering material requirements for both stock and customer orders.
- Initiated communication with suppliers to obtain competitive quotations based on detailed enquiries.
- Prepared and issued Local Purchase Orders (LPO) to selected suppliers, ensuring accuracy and compliance with company policies.
- Received and reviewed invoices and delivery notes from suppliers, meticulously checking and verifying against the LPO.

Goods Receiving and Stock Management:

- Executed the Goods Receive Note (GRN) process, accurately recording received materials into the company's system.
- Implemented an effective stock management system, prioritizing fast-moving items for optimized warehouse efficiency.
- Conducted regular stock analyses, facilitating data-driven decisions for procurement and sales strategies.
- Led annual stock-taking processes and successfully reconciled stock discrepancies, ensuring accurate inventory records.

Sales:

- Prepared comprehensive quotations for customers, incorporating competitive pricing and favorable payment terms.
- Generated invoices and delivery notes promptly upon receiving order confirmations (LPO) from clients.
- Coordinated with the logistics team to release materials, ensuring timely delivery and compliance with customer requirements.

Skills

- Strategic Planning
- Team Leadership
- Procurement and Negotiation
- Sales and Customer Service
- Inventory Management
- Financial Analysis
- Communication (Telephone and Email)
- Data Entry and Record Keeping
- Microsoft Office
- knowledge in export and import

Customer Communication:

- Maintained open and effective communication with customers via telephone and email.
- Addressed customer inquiries, concerns, and feedback promptly and professionally, fostering strong customer relationships.

Financial Analysis:

- Played a key role in determining product costs and establishing competitive selling prices.
- Collaborated with the finance team to ensure accurate financial records and compliance with budgetary goals.

Education

**MASTER OF BUSINESS ADMINISTRATION
(INFORMATION SYSTEMS)
BHARATHIAR UNIVERSITY**

**BACHELOR OF COMPUTER APPLICATION
RABINDRANATH TAGORE UNIVERSITY**

**DIPLOMA IN COMPUTERIZED FINANCIAL
MANAGEMENT
C-DIT (UNDER KERALA GOVT.)**

Achievements

- Successfully reduced procurement costs by negotiating favorable terms with suppliers
- Received positive feedback from clients for exceptional customer service and timely order fulfillment
- Acquired knowledge in export and import operating function
- Acquired analytical skills for cost determination and financial analysis

References

POLYPLAST TRADING COMPANY

MANAGING DIRECTOR

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