



ARUN PANAMBRAKNADY

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SUMMARY

Dedicated and results-oriented Assistant Purchaser cum Data Controller FMCG with over 5 years of experience in procurement and data management. Proven track record of efficiently handling purchasing activities, maintaining accurate records, and optimizing data systems. Adept at streamlining processes to improve efficiency and reduce costs. Excellent communication and analytical skills with a keen attention to detail.

WORK EXPERIENCE

Assistant Purchaser (Buyer) & Data Controller FMCG Aug 2022 - Present

- Solana General Trading Company FMCG Dubai & Wholesaler, Exporter, Distributor & Supplier for UK FMCG Brands
- Maintain and develop relationships with suppliers, negotiating contracts and pricing to achieve cost savings and favorable terms.
- Conduct regular market analysis to stay informed about industry trends, pricing changes, and new product developments.
- Collaborate with the procurement team to analyze data and identify cost-saving opportunities, providing actionable recommendations to management.
- Support the procurement team in preparing and processing purchase orders, ensuring accuracy and adherence to budgetary constraints.
- Assist in resolving any issues or discrepancies with orders, deliveries, and invoices to ensure smooth procurement operations.

Assistant Purchaser FMCG Good Market 5star FZCO July 2021 - July 2022

- Dedicated and detail-oriented Assistant Purchaser with experience in procurement and supply chain management.

EDUCATION

- Higher Secondary Education
- Secondary Education

GENERAL SKILLS

- FMCG Products Knowledge
- Contract negotiation and administration
- Data entry and analysis /
- Cost control and savings
- Computer Knowledge
- Export Documents (COO, EURO1)
- Missing Logistics

EXCEL

- Formulas, (Index, VLOOKUP +Advanced ,VBA Code)
- Consolidating Fills
- Upload Files, Price Change Files
- Barcode Development
- Soft Wear Updating