## CURRICULUM VITAE

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**JIJU.J**

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**CAREER OBJECTIVE**

Seeking a position to utilize my skills and abilities in an organization that offers challenge and to pursue a career in a corporate with a professional outlook, good working environment and growth prospects.

**SKILL SUMMARY**

* Consistent performer with a strong track record, positive attitude with ability to handle assignments under high pressure.
* Skill in applying a logical, common sense approach to seeking practical solutions.
* Immense knowledge of coordinating and negotiating with suppliers
* Believe in attitude, Hardworking with commitment, can learn things quickly.
* Thirst for knowledge open-mindedness and willingness to experiment.
* Excellent knowledge in FMCG products.

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**PROFESSIONAL EXPERIENCE**

**Organization : Fathima Group**

**Nature of Business** **:** Hypermarkets

**Period :** 2016-2018

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**Position : Purchaser** (Northern Emirates)

**Previous Organization** **:** **Al Manama Group** (Head Office)

**Period** **:** August 2005 – 2015 (10 years)

**CAREER HIGHLIGHTS**

* Worked as a Buyer in Hypermarket.
* Carried out the position of a Manager.
* Done the pricing of all items in a hypermarket.
* Had done weekly and monthly Promotions.
* Maintained a database for all suppliers in hypermarket.

**ROLE: PURCHASER**

**Job Responsibilities:**

* Process purchase requests by placing orders for a wide variety of goods and services and reviewing orders for quantity, specifications, and delivery requirements.
* Selected products and researched market regarding suppliers – Studied market for availability of products and ordering information.
* Expertise in developing local vendors, reducing the cost of procurement of material.
* Negotiating price and terms of products with suppliers.
* Maintaining records of supplier contracts, agreements, goods ordered received.
* Processes merchandise receipts, returns, credits, and interact extensively with staff, and vendors.
* Ability to successfully complete a wide variety of daily administrative purchasing duties

(i.e. following up on orders; confirming delivery of PO's; filing of documents; delivery of receipts; entry of receipts; resolution of order discrepancies, etc.)

**ROLE: IT SUPPORT**

**Job Responsibilities**:

* New Item Creations categorically & Updating with Branded descriptions
* Updating Purchase cost change.
* Monitoring the store sales price batch wise updating as per the new cost.
* Control Price Discrepancy reports.
* Generating reports on Daily, Weekly & Monthly to Business Development Manager.
* Visit to all department stores to check the shortage items in shelves and submit the same to Business Devolvement Manager.

**ROLE: LOGISTIC COORDINATOR**

**Job Responsibilities**:

* Checking and Controlling of all invoices and stock of the Vendors.
* Acceptance of all purchasing invoices after checking & updating the same to the System.
* Processing the invoices for Accounts Department along with necessary Documents.
* Physical stock checking to find out the out of stock items & over stock Items.
* Preparing LPO to Vendors & Processing the same to Purchase Department.

**KEY**  **SKILLS**

* Full Product Knowledge of all the Items available in Supermarkets and Hypermarkets.
* Maintaining awareness of market trends and monitoring competitors.
* Vast experience of working with a range of external suppliers.
* Ability to identify and implement new procedures and processes.
* Good working knowledge of Navision Software (Inventory Module) and SAP.
* Excellent in judgment and decision making.
* The ability to lead and motivate a team.
* Work based on Targets.
* Excellent negotiation skills.

**ACADEMIC** **QUALIFICATION**

* Completed BA Economics from Calicut University, Kerala.
* Diploma in Hardware & Networking.

**COMPUTER SKILLS**

* Operating Systems : Windows XP/7,8, Linux
* Packages : Outlook, MS-Office(Word,Excel,Power point)
* Web : Internet and E-mail

**PERSONAL DETAILS**

**Date of Birth** **:** 08/10/1982

**Sex** **:** Male

**Marital Status :** Married

**Nationality :** Indian

**Languages Known :** English, Hindi, Tamil & Malayalam

**Passport No. :** L7615767

**Visa Status :** Visit Visa (Valid up to April 30)

I confirm that the information provided by me is true to the best of my knowledge and belief.

**Thanking you, yours sincerely,**

**JIJU**