

RijulKrishnan.T (M.B.A.)(BHM)
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Professional Summary

Highly detailed, motivated and analytical Procurement Officer with 5 years career experience in Catering / Food industry. Adept in establishing and maintaining interpersonal and business relationships, data analysis, Budgeting, documenting and recording. Proficient planner, organizer, and prioritize of duties. Possesses excellent communication and problem-solving skills

Profile Summary

- ✓ Competent & Diligent Professional with MBA (Finance / HR) and Bachelors in HOTEL Management.
- ✓ Capable to handle a wide range of assignments. Solid domain knowledge and technical understanding in conjunction with demonstrated capabilities in managing process verticals and implementing process improvements for desired performance levels
- ✓ Motivated team player with demonstrated talent for deploying research and organizational skills toward analyzing, upgrading and streamlining complex processes for enabling improvement opportunities.
- ✓ Systematic and organized with quick adaptability to changing trends and processes and possessing exceptional interpersonal and presentation skills, comprehensive problem detection/ solving abilities and a highly analytical.

Strength

- ✓ Good communication skills
- ✓ Passion for continuous learning
- ✓ Passion for personal growth
- ✓ Highly motivated, creative and resourceful
- ✓ Strong desire to excel
- ✓ Dynamic team player
- ✓ Hard worker
- ✓ Sense of responsibility
- ✓ Strategic business planning & implementation

Qualifications

Master of Business Administration, institute of business management, Kerala, India	2011
Bachelor of Hotel Management, Sarosh Institute of Hotel Administration, Mangalore, India	2008

Career Snapshot

Probationary Officer – India Rajasthan Muthoot Finance Limited(non-banking finance company)	Sep 2011-April2012
Wasita Group – Abu Dhabi, UAE Operations / Procurement Officer	April 2013-present
Broad Bean Hotels – Kannur, Kerala Management Trainee	May 2012 – July 2012

Proven Job Role

Procurement Officer
Wasita Group – Abu Dhabi, UAE

Responsibilities Handled

- ✓ Support Procurement / Operations director with daily functions.
- ✓ Generate & Prepare purchase orders (Location wise) and send copies to suppliers and to departments originating requests.
- ✓ Contact each vendor and take information regarding price, availability and quality of the products.
- ✓ Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
- ✓ Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- ✓ Prepare, maintain, and review purchasing files, reports and price lists.
- ✓ Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers
- ✓ Track the status of requisitions, contracts, and orders.
- ✓ Calculate costs of orders, and charge or forward invoices to appropriate accounts.
- ✓ Compare suppliers' bills with bids and purchase orders in order to verify accuracy.
- ✓ Locate suppliers, using sources such as catalogues and the internet, and interview them to gather information about products to be ordered
- ✓ Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications.
- ✓ Coordinating with the Central Ware house to confirm the delivery as per the Purchase orders send to the suppliers.
- ✓ Location wise cost report to be submitted to the Operations Director / GCSSO on weekly / monthly basis.
- ✓ Man-days report / Revenue summary to be submitted to FAD on monthly basis.
- ✓ Preparing draft invoices & submitting to client for the final payment.

Accomplishments

- ✓ Participated in an inter college management fest ([Rendezvous 2005](#)) and got awarded for best performance in food and beverage service.
- ✓ Accredited for receiving internship call in LEELA PALACE HOTEL.
- ✓ Undergone [soft skill](#) programme under [NIAM](#) in Bangalore.
- ✓ Participated in another inter college management fest named [THEME DINNER](#)
- ✓ [Certified in HACCP level 3.](#)

Computer skills

Well versed with business software packages, Dot Net, ERP, SAP, MS Office, Internet and Email applications

Personal Details

Nationality	: Indian
Date of Birth	: Date of Birth: 18th NOVEMBER1986
Marital Status	: Married
Driving License	: valid UAE driving license
Languages	: English, Hindi, Malayalam and Tamil

References

➤ **Mrs. Matharani Mathias**

Principal

Sarosh Institute of Hotel Administration, Mangalore.

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➤ **Mr.M.P.A. Rahim**

Chairman

Institute Of Business Management (IBM)

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➤ **Mr.Ranjith Mukri**

Operations Manager

Broad Bean Hotel

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➤ **Mr. Julies Kunjumon**

Assistant Regional Manager (ARM) Rajasthan

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Declaration



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

Yours faithfully,

(RIJUL KRISHNAN.T)