

MANU NK

Senior Supervisor Warehouse



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PROFILE SUMMARY

Experienced procurement and purchase officer with 13 years of international/GCC experience in sourcing, vendor management, and supply chain operations. Additionally, possesses 10 years of expertise in India in warehouse accounting and administration, ensuring efficient inventory management, cost control, and compliance. Skilled in negotiation, procurement planning, and streamlining processes to optimize operational efficiency. Adept at managing supplier relationships and procurement strategies to support business growth. A detail-oriented professional committed to delivering cost-effective and timely procurement solutions.

Academic Qualifications & Trainings

- B.Com-MG University -Kerala-India 2003
- Pre University- Govt college -Kottayam- Kerala,India-1995

Additional Qualifications

- OFFICE MANAGEMENT AND SECRETARIAL PRACTICE-SIDCO-2000

Experience

SAUDI ELECTRICAL AND ELECTRONIC CONTROL SYSTEMS INDUSTRY CO-LTD-Riyadh-KSA

Procurement in charge and Purchaser

2016-2023

- **Strategic Sourcing** – Identifying and selecting suppliers to ensure cost-effective and high-quality procurement.
- **Vendor Management** – Building and maintaining strong relationships with suppliers for smooth supply chain operations.
- **Supply Chain Optimization** – Enhancing efficiency in procurement, logistics, and inventory to reduce costs and delays.
- **Procurement Negotiation** – Securing favorable pricing, terms, and contracts with suppliers to maximize value.
- **Inventory Control** – Monitoring stock levels to prevent shortages or overstocking, ensuring operational efficiency.
- **Cost Reduction Strategies** – Implementing measures to lower procurement expenses while maintaining product quality.

Labour India publications- Kerala- India

2014-2015

Store in Charge and Accountant

- **Inventory Management** – Tracking and controlling stock levels to prevent shortages or excess inventory.
- **Financial Reporting** – Preparing accurate financial statements, balance sheets, and expense reports.
- **Cost Control** – Implementing strategies to reduce expenses and improve profitability.
- **Warehouse Operations** – Managing storage, logistics, and stock movement efficiently.
- **Accounts Payable & Receivable** – Handling supplier payments and customer invoices for smooth cash flow.
- **Audit Compliance** – Ensuring financial and inventory records meet regulatory and internal audit standards.

Idea Industries Kottaym ,Kerala- India

General Accountant

2011-2013

- **Fixed Assets Management** – Tracking and managing company assets, including depreciation calculations.
- **Payroll Processing** – Ensuring accurate salary calculations, deductions, and compliance with labor laws.
- **Financial Data Analysis** – Interpreting financial data to support decision-making and business strategy.
- **General Ledger Accounting** – Recording and managing all financial transactions to ensure accuracy and compliance.
- **Cash Flow Management** – Monitoring inflows and outflows to maintain liquidity and financial stability.
- **Regulatory Reporting** – Preparing financial reports as per industry standards and government regulations.

CSA .Ltd Kuwait

General Accountant Cum Administrator

2005-2011

- **Bookkeeping and Record Keeping** – Maintaining accurate financial records and organizing administrative documents.
- **Office Administration** – Managing daily office operations, documentation, and workflow coordination.
- **Accounts Reconciliation** – Ensuring financial accuracy by reconciling bank statements, ledgers, and invoices.
- **Procurement and Vendor Coordination** – Handling purchases, supplier negotiations, and payment processing.
- **Payroll & Employee Benefits** – Processing salaries, tax deductions, and managing employee records.
- **Financial Compliance and Reporting** – Ensuring adherence to financial regulations and preparing statutory reports.

Vaniyampara Rubber company Ltd.

2004-2005

Accounts clerk

- **Invoice Processing** – Handling and verifying supplier and customer invoices for accurate payments.
- **Petty Cash Management** – Tracking and reconciling small business expenses and cash transactions.
- **Data Entry and Accuracy** – Recording financial transactions with precision to maintain up-to-date ledgers.
- **Bank Deposits and Withdrawals** – Managing routine banking tasks, including deposits, withdrawals, and fund transfers.
- **Expense Tracking** – Monitoring business expenditures to ensure proper allocation and budget control.
- **Document Filing and Retrieval** – Organizing financial records and ensuring easy access for audits and reports.

Ayyer Cheriyam and Chartered accountants ,Kottayam Kerala-India

2000-2004

Computer Operator and Accountant

- **Data Processing & Management** – Handling, organizing, and processing large volumes of financial and administrative data.
- **Accounting Software Proficiency** – Using tools like Tally, QuickBooks, SAP, or Oracle for financial management.
- **Spreadsheet & Database Management** – Maintaining records using Excel, Google Sheets, and database systems.
- **Bank Reconciliation** – Comparing financial records with bank statements to ensure accuracy and resolve discrepancies.
- **Financial Data Entry** – Accurately inputting transactions, invoices, and other financial records into accounting systems.
- **System Maintenance & Troubleshooting** – Ensuring smooth operation of accounting and office software, resolving minor IT issues.

Technical Skills

- MS-Office
- Tally ERP-09
- Oracle-Focus
- Office Automation

Strengths

- **Attention to Detail** – Ensuring accuracy in financial data entry, reconciliation, and reporting, minimizing errors and discrepancies.
- **Time Management** – Prioritizing tasks and managing multiple responsibilities efficiently to meet deadlines.
- **Analytical Skills** – Interpreting financial data and trends to provide valuable insights and recommendations for business improvement.
- **Problem-Solving** – Identifying issues and implementing solutions to streamline processes and improve efficiency.
- **Technical Proficiency** – Strong knowledge of accounting software, databases, and spreadsheet tools to enhance productivity.
- **Adaptability** – Ability to learn new systems and adjust to changing organizational needs, ensuring flexibility in the work environment.