



RATHIGA PURUSHOTAMAN

Address: No. 4, Jalan 237 Section 51A
46100 Petaling Jaya, Selangor

Cell Phone: 016 – 640 9722

Date of Birth: 13th October 1977

Nationality: Malaysian

EDUCATION

- | | |
|---------------------------------|------|
| • Degree in Business Management | 1999 |
| • Sijil Pelajaran Malaysia | 1995 |

APPLICATION

Applying for position: Procurement Assistant/Officer

Willing to Travel: Yes

Possess own transport: Yes

Expected monthly salary: RM5800.00 (Negotiable)

Availability: 1 Month

WORK EXPERIENCE

- **MONDIALE ENGINEERING SDN BHD(2014-2016]Purchasing Officer**
 - Responsible for spot buys for PO and Non-PO for orders within defined limits.
 - Preparing shipping documents such as, Invoice, Packing, List, B/L, Delivery Docket Draft checking for Letter of credit and also custom clearance process up until clients end.
 - Validates the spot nature of the Purchase Request.

- Obtain quotation, evaluate options and conduct spot on buys from centrally managed suppliers.
- Supports Business and Project Development on sourcing, if required on non-spot request.
- Involves Field Purchasing Leader in spot buys when local knowledge is required.
- Coordinate with Business Development and Project Management Office to ensure coordination of request and PO creation.
- Manage interactions with suppliers and Accounts Manager.
- Continuous improvement of the Procurement and Ordering Process and Knowledge Management.

• **PANASONIC INDUSTRIAL COMPANY (M) SDN BHD. (2008-2014) Purchasing Executive**

- As an Inside Sales Executive for Sales Office, Semiconductor, Components, Compressor and Car Elect Dept. I was responsible for :-
- Report to General Manager, Manager and Assistant Manager, In-charge of daily administration work in Sales Dept which consist of 4 Sales Persons and an Assistant General Manager.
- Follow up with sales person regarding sales
- Prepare Quotation on behalf of Marketing
- Assist in answering clients' questions relating quotation, shipping and forwarding procedures, etc.
- Provide additional informations to customers when required
- Coordinate and follow-up on shipping and delivery
- Provide delivery schedule
- Attend weekly meeting with own Dept.
- Issue PO, Invoice, Packing list, B/L and draft checking of Letter of credit orders.
- Prepare forecast
- Filling all sales correspondence
- Support Marketing

• **Singapore Airlines Pt. Ltd (2003-2007) (Cabin Crew Member – Flight Attendant)**

- A member of Cabin Crew team of a commercial airline
- Greeting and welcoming passengers as they board and exit the air craft
- Guiding passengers to their seats and providing special attention to certain passengers, such as the elderly or disabled
- Serving meals and refreshments
- Checking the condition and provision of emergency equipment and information for passengers
- Demonstrating emergency equipment and safety procedures
- Administering first aid
- Dealing with emergencies
- Supplying passengers with newspapers, magazines and in-flight entertainment
- Selling duty-free commercial goods and pursuing sales targets
- Producing written flight reports after completing a journey

• **Guinness Anchor Berhad (2000-2002) Purchasing clerk**

- Responsible for purchasing raw materials, products and supplies under the direct supervision of a purchasing manager.

- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Perform buying duties when necessary.
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Review requisition orders in order to verify accuracy, terminology, and specifications.

OTHER SKILLS

- *Fluent in English (written and spoken) and Bahasa Malaysia (written and spoken)*
- *Able to work within a team environment, enjoy interacting with people and able to accept opinions and always positive towards others.*
- *My inquisitive and enthusiastic nature makes me eager to learn new things quickly. Able to interact well with groups and independently by exercising confidentiality and sensitivity.*
- *Highly organized and strive to perform all multiple tasks in an efficient and proper manner.*
- *Excellent communication and interpersonal skills and ability to work with employees at all levels.*
- *Self-motivated, articulate, reliable and conscientious individual with an ability to adapt to new environments and situations.*

INVOLVEMENT

- *ISM Activities – Information Security Systems*
- *CCM Activities – Company Cost management*
- *ECO Ideas*
- *Cost Buster Activities*
- *Company Sports*
- *Company Annual Dinner – Committee member*

PERSONAL STRENGTH

- *Alert and sensitive towards business*
- *Good in people management with optimized interaction upstream and downstream*
- *Fast learner and always keen to keep abreast with latest developments*
- *Posses good analytical skills and a strong sense of responsibilities to given assignments*

REFEREES

Plamen Denchev
Manager
Mondiale Engineering Sdn Bhd
L-29, Menara Kembar Bank Rakyat, Jalan Travers
Brickfields, 59000 Kuala Lumpur.
[*Tel:03-88005100*](tel:03-88005100)

Nurul Haryani Abdullah
Procurement Manager
Mondiale Engineering Sdn Bhd
L-29, Menara Kembar Bank Rakyat, Jalan Travers
Brickfields, 59000 Kuala Lumpur.
[*Tel:03-88005100*](tel:03-88005100)

Salamuddin Bin Nizar
Manager
Panasonic Procurement Malaysia Sdn.Bhd
No. 3, Jalan Semangat, Selangor,46100
Petaling Jaya.
[*Tel:03-79535200*](tel:03-79535200)