

NITHYANANDHA GAJAPATHY

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OBJECTIVE:

Diligent purchaser regularly maintains inventory to meet vendor product supply requirements and properly fulfil orders. Maintains market awareness by communicating customer needs with buyer and sales teams. Liaises with buyer to determine specialty order pricing and out of stock item estimated delivery and freights costs to meet customer.

EXPERIENCE:

- Purchasing & sales coordinator | June-2015 to Dec-2020 (5 years) | BDH Middle East & House Of Chemicals Group Of companies – Dubai, United Arab Emirates

Role:

- I was employed in the Bulk chemical division in House of chemicals. Coordinate with our team and making a negotiation with supplier mainly from U.K, U.S.A, China and India.
- I place a Purchase Order and get an acknowledgement with supplier and same will forwarded to our logistics team. I follow-up with the supplier about terms of payment. Once the payment mode confirm, then I revert and fellow up order details with logistics and financial dept.
- I ask supplier to confirm the date of shipping and shipping documents. Goods will be clear by our logistic dept. and I update in our ERP software. I arrange to deliver the goods to our customer and I generate delivery note & Tax Invoice. Online customer SAP & JAVA portal Invoice submission.
- I report to our manager about current stock position of all goods in our warehouse. Every week I will report my manager and financial dept. on purchase report and sales report.
- Every three months our team will take a physical stock taking and I make a reconciled report of physical and actual stock in our ledger accounts.

- Project Executive | Jan-2013 to Dec-2014 (2 years) | ISolve Pvt Ltd.

Role:

- I was employed in the Data conversion division of I Solve. The work involves a timely conversion of received image documents to required formats. Conversion involves extracting different part of the documents using a specialized software and then based on the images we enter the details into the software.

SKILLS

- Product Purchasing
- Hazardous chemical training
- Chemical storage
- Ms-office.

PERSONAL TRAITS:

- Sincere
- Good performer
- Reliable
- Proactive

EDUCATIONAL QUALIFICATIONS:

EXAMINATION	BOARD/UNIVERSITY	YEAR	AGGREGATE
B.Sc (Computer Technology)	Sree Saraswathi Thayagaraja College, Pollachi.	2009 - 2012	57%
H.S.C	Bharath vidhaya nikketan Higher Secondary School, Pollachi.	MAR - 2009	53%
SSLC	Bharath vidhaya nikketan Higher Secondary School, Pollachi.	MAR - 2007	58%

PERSONAL DETAILS:

Date of Birth : 03.09.1992

Passport Number : M0017876

Father's name : A.V.Subash Chandra Bose

Mother's name : S.Ramathilagam

Sex : Male

Languages Known

(Speak and write) : English, Tamil

Speak : Malayalam, Telugu

Nationality : Indian

Mother Tongue : Telugu

Permanent Address : Keelaveedu, hanumanthapatti, Uthamapalayam (T.K)
Theni (D.T), Tamil nadu

DECLARATION:

I consider myself familiar with Computer Applications aspect and product knowledge in bulk chemicals. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

Signature

(S.NITHYANANDHAGAJAPATHY)