



CONTACT DETAILS

Burjuman, Dubai

Notice Period - 1 Month

Email : rohit.pradhan71@gmail.com

Total Experience : 8+ Years

Phone : 0545031884 / 0563792878

EDUCATION

Certified Logistic & Supply Chain Management Professional - (Edoxi Training Institute - Dubai (2020)

Completed basic foundation level in procurement (APCP) Accenture procurement certified program

Diploma in Multimedia (2010)
Arena animation Darjeeling

Graduation (2006 - 2009)
B.A. - St. Joseph's college Darjeeling

AREA OF EXPERTISE

- Purchasing & Procurement
- Warehouse Coordination
- Order management & Invoicing
- Assortments & Range Plan
- Sales Analysis & Reporting
- Product Catalogue Management
- Content Creator
- Advanced Excel
- Data Management
- Distribution Inventory Management
- Vendor / Supplier Coordination

HOBBIES

- PHOTOGRAPHY
- TRAVELLING

ROHIT PRADHAN

ASST. MERCHANDISER
Employment Visa (Unlimited Contract)

ABOUT ME

I strongly believe that hard work, passion creativity and the will to learn are the keys to success. Seeking a position to utilize my skills and abilities in the industry that offers professional exposure while being resourceful, innovative and flexible. To work in an organization which offers career growth and professional development opportunities.

KEY SKILLS

- Proficient in M.S. Word, Excel, Power point and Office outlook.
- Product Selection & Fashion/Sports Retail.
- Good Numerical and Analytical skills.
- Fast Learner, Patient and Always Punctual.
- Good at Planning and Organizing.
- Leadership and influencing skills.
- Time Management & strong work ethic.
- Ability to work in a team and motivate a Team to excellence.

TOOL AND SOFTWARES

- | | |
|---------------|----------------|
| • SAP | Lotus Notes |
| • Oracle. | HUB (dot net). |
| • Ariba Buyer | Outlook. |
| • Power BI. | Adobe |

ACHIEVEMENTS

- Trained/Educated others.
- Awards won.
- Awarded with the title Star Performer for the year 2015 and Topseller in 2018.
- Recognized by leads for implementing cost saving and employee motivating ideas.

PERSONAL DETAILS

Nationality	:	Indian
Date of birth	:	13-01-1988
Martial status	:	Single
Languages known	:	English, Hindi.

PROFESSIONAL EXPERIENCE

Asst. Merchandiser – April 2019 – Present Company – GMG Head Office (Sun and Sand Sports) Dubai

To provide support to the whole of the Sports Category across 47 Stores in local and GCC Region. Main point of contact for Suppliers/Stores/Warehouse/Logistic to ensure all goods arrives on time and maintains stock accuracy across stores.

Key Accountabilities:

- Assist with Product ordering, assortment and range planning in line with brand strategy, market trends and current/forecasted performance.
- Inventory Management, forecasting stock position to ensure stock on bestseller is maintained at an optimal level.
- Identifying gaps in Product ranges and working closely with buyers to plan product ranges to drive performance.
- Identifying the best sellers and Top Doors based on MTD/YTD sales report.
- Create initial new store Assortment plans /Range Plan & MBQ per store.
- Coordination with Supply chain Team for Delivery of stock within agreed timelines.
- Propose analysis on store category performance and propose changes to Stock Levels/Ranges.
- Developing excel reporting structure and process of updating to ensure efficient and timely execution for the team on weekly and monthly basis.
- Establishing and managing Products Catalog in online stores.
- Reviewing online competitor in terms of brand, price and product mix.

Administrator – May 2016 – May 2019 Company – (Sun and Sand sports) Abu Dhabi

To assist store management in carrying out daily back office operations to ensure store of excellence standards are full in compliance and also deliver highest level of customer service.

Key Accountabilities:

- Communication and Coordination.
- Submit timely reports and presentation as assigned.
- Dealing with queries on the Phone & Email
- Organizing Meeting and schedules.
- Carrying out Administrative duties with accuracy and speed.
- Track stock of office supplies and place orders when necessary.
- Support budgeting and bookkeeping Procedures.
- Maintain Internal Database & Employee Records.

Procurement Coordinator – May 2011 - September 2015 Company – Accenture (New Delhi)

4.5 years of experience as a Procurement Coordinator (Global Supply Chain). Understanding Purchasing strategies. Resourceful and well organized. Extensive knowledge of P2P cycle and Purchase order systems. Responsible for Order placement, timing, supply and supplier performance. Sourcing the most affordable materials. Monitoring delivery times to ensure they are on time.

- Purchase Order & Purchase Requisition Creation.
- Co-ordination with suppliers(RFI/RFP/RFQ)
- Worked on Global Market (EMEA, JAPA , LAC and US -Canada)
- Sourcing suppliers as per commodities and geographical location
- Worked on multiple projects and DTP's.
- Logistic and Transportation. Understanding of Incoterms, Bill of Lading & Letter of Credit.
- Basic Warehouse Management Knowledge, Outbound, inbound, stock types (FIFO,LIFO ,FILO)

DECLARATION

Certified that all the above said information is true and correct to the best of my knowledge and belief.