

SACHIN SUDHIR



Enthusiastic Professional with years of experience at small and mid-level establishments. Targeting to utilize my time management and organizational skills to support my employing firm streamline executive tasks.

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Core Competencies

Procurement: Domestic & Overseas

Petty Cash Management

General Administration

Fleet & Logistics Management

After Sales Support

Project Estimation

Vendor & Customer Interaction

Warehouse & Inventory Management

Reporting & Document Management



Profile Summary

- ▶ Experience in managing complete domestic & overseas procurement & operational activities within the defined guidelines.
- ▶ Skilled in ensuring optimum inventory levels of to achieve maximum cost savings with minimum holding of stock.
- ▶ Expertise in creation of purchase orders, goods receipt, sales quotations, sales order, delivery orders, production orders via SAP.
- ▶ Interaction & negotiation of prices with shipping agents across various modes of transportation such as sea, air, land.
- ▶ Interaction with Shipping agents in regards with collection of shipments & delivery at destination.
- ▶ Interaction with customers in regards with delivery of materials as per their requirement/schedule/after sales support.
- ▶ Checking, supervision of vehicles-ensuring timely service & maintenance.
- ▶ Interaction with service stations & fuel stations, insurance companies in regards with vehicle check-ups, fuel filling & insurance procedures.



Career Timeline

Ecesis Broker Price
Opinion Services,
Trivandrum

Fast Solutions
Contracting &
Engineering LLC, Dubai

Fast Solutions
Contracting &
Engineering, Trivandrum

Autram Infotech
Pvt Ltd,
Trivandrum

Monarch Constructions
& Water Treatment
Solutions, Trichur

June-2014 to Jan-2015

Mar-2015 to Jan-2019

Jan-2019 to Nov-2019

Dec-2019 to Jan-2020

Jan-2020 to Oct-2020



Education

- ▶ **MCOM (INTERNATIONAL BUSINESS OPERATIONS)** from IGNOU (Indira Gandhi National Open University), 2014.
- ▶ **PGDIBO (POST GRADUATE DIPLOMA IN INTERNATIONAL BUSINESS OPERATIONS)** from IGNOU (Indira Gandhi National Open University), 2013.
- ▶ **MBA (HUMAN RESOURCE & MARKETING MANAGEMENT)** from University Of Kerala, 2013
- ▶ **BCOM (TAXATION LAW & ACCOUNTS)** from University Of Kerala, 2010.

Work Experience

Jan 2020- October 2020

MONARCH CONSTRUCTIONS & WATER TREATMENT SOLUTIONS, Trichur as Sales & Operations Executive.

- Procurement of materials as per the requisitions from site engineers.
- Building relationships with customers & suppliers.
- Coordinating with sales team for the conversion of leads to projects in hand

December 2019-January 2020

AUTRAM INFOTECH PVT LTD, TECHNOPARK, Trivandrum as Procurement Executive.

(Worked as back end operations in Singapore)

Key Result Areas:

- Procurement of IT products for the customers based in Singapore.
- Creation of purchase requests, purchase orders, goods receipt note, delivery orders etc.

January 2019- Nov 2019

FAST SOLUTIONS CONTRACTING & ENGINEERING, B-HUB, Trivandrum as Operations Assistant.

(Working as back end operations with same duties & responsibilities as below.)

March 2015- January 2019

FAST SOLUTIONS CONTRACTING & ENGINEERING LLC, Dubai as Operations Assistant

Key Result Areas:


- Import procurement of water heaters (Electric/Solar), heat pumps, gas boilers, heat exchangers, air conditioners, solar panels & accessories, chimney systems, low & high consumption tanks. (Suppliers from Italy, Sweden, France, Greece, Spain, China).
- Coordination with procurement (domestic) team for the purchase of materials in low cost without compromising the quality, price negotiations & order confirmations etc.
- Customer interactions in providing solutions & solving after sales issues, delivery of materials.
- Interaction with shipping agents in regards with the overseas shipments & negotiation of prices etc.
- Petty cash handling for Operations Dept. for meeting Operational activities.
- Fleet management; includes periodic service scheduling, fuel cards refilling, submission of vehicle documents to accounts dept.
- Warehouse management; receipt of goods, random quality checking, reorder level maintaining etc.
- Creation of purchase requests, purchase orders, goods receipt note, delivery orders etc. in SAP.

June 2014- January 2015

ECESIS BROKER PRICE OPINION SERVICES, Trivandrum as Jr. Research Analyst

Key Result Areas:

- Pricing of US mortgages.
- Worked on behalf of US mortgage brokers assisted by financial institutions.

 **IT Skills:** SAP, Microsoft Office, Diploma in Indian & Foreign Accounting

Personal Info

Age, DOB: 32, 10 FEB 1989

Languages Known: English, Hindi, Malayalam

Nationality: Indian

Marital Status: Married

Passport Details: T3724543

Driving License: UAE (Automatic), Indian

I solemnly declare that all the above information is correct and best of my knowledge & belief.

Dubai, UAE

Sachin Sudhir