

# VISHNUPRIYA SUNIL

Date of Birth: 08 March 1992

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## CAREER OBJECTIVE

To attain a challenging position where I can contribute my skills, experience and qualification for the growth of the organization and self-employment.

## AREA OF INTEREST

- Supply Chain
- Administration
- Logistics

## AREA OF EXPERTISE

- Purchasing and budget preparation
- Supplier selection and evaluation
- Complaint handling and customer satisfaction survey
- Event coordination
- Conducting training and meetings and recruitment.
- Lab supervision and coordination

## WORK EXPERIENCE

### Operations Manager

(Adamallys LLC, Dubai, UAE)

*January 2021 to Present*

- Preparing & submitting of efficient quotations/proposals as per the client's requirement through the proper channel.
- Follow up with the clients for the quote submitted, negotiating terms and convincing them at a cost best suited.
- Process all sales orders, including managing all information through (Customized ERP software) excel order sheets (Order tracker, Client tracker, Order confirmation, Packing lists, Payments)
- Liaise with suppliers and buyers, acting as intermediary to expedite deliveries and resolve any issues relating to delivery.
- Communicate with the warehouse on all issues relating to delivery, monitoring the number of deliveries received/managed within delivery window

- Maintain awareness of department and status and value of each brand/category as well as assist in reorders and replenishments as applicable
- Manage and coordinate for closing various deals/bids.
- Solicit written and telephone quotations from suppliers and manage the tabulating bids.
- Assume responsibility for the input of accurate cost and selling prices, updating and changing where necessary.
- Creation of Purchase Orders with accurate information to include, terms of delivery, delivery dates, payments terms, cost price and selling prices and style definition to product hierarchy.
- Execution of delivery by coordinating with the logistics, warehouse and customs department.
- Corresponding with the Principals/Suppliers on all sales related matters like availability of products, delivery time, ensuring solution for all sales queries.
- Constant support of customer service team in order to guarantee customer satisfaction.

## **Operations Coordinator**

*October 2016 to January 2021*

*(Adamallys LLC, Dubai, UAE)*

- Responsible for typing enquiries from Customer/Agent for the safety, rigging & general engine, welfare items, lavatory items, nautical equipment, hose & coupling, electrical, stationary & medicines and also ordering of things in time, follow through with vendors on the timely delivery.
- Assisting Operations Manager for making the Sales orders and Purchase Orders on time, check the delivery, payments and Forwards available inventory items by verifying stock; schedule the delivery.
- Clarifications, if any with suppliers / purchasers regarding the nature and quality of the supplied stores.
- Maintaining the records accessible by sorting and filing documents.
- Co-ordinate with Accounts dept. for timely funds receipt/payment.

## **Procurement officer and Lab Coordinator**

*August 2014 to March 2016*

*(Palakkad Coconut Producer Company Limited, (Neera – Palm nectar), Palakkad, Kerala, India)*

### **Major Responsibilities**

- Procurement of lab equipment's and raw materials
- Conducting suppliers prequalification audit and evaluation
- Quality checking of incoming goods

- Supervising the package as per the internal standards
- Coordinating the shipment of the finished products
- Handling the customer complaints and conducting customer satisfaction survey
- Participating in the stock taking activities
- Coordinating the exhibitions and seminars
- Conducting internal training as per the company standards and meeting customers
- Coordinating and supervising the lab activities

## ACADEMIC ACHEIVEMENT

Master's Degree in Environmental Science

- Bharathiar University (2012-2014)  
79% and 2<sup>nd</sup> **Rank Holder – Silver Medalist**

Bachelor's Degree in Environmental Science and Water Management

(Chemistry, Microbiology and Botany as subsidiary)

- University of Calicut (2009-2012)

## COMPUTER SKILLS

- Microsoft office
- SPSS (Statistics tool)
- GIS and Remote sensing - ArcGIS 9.1

## PERSONAL QUALITIES

- Effective team player, fast learner and Optimistic
- Good tolerance under stress and good team spirit
- A logical thinker who has a systematic work approach and is driven by results
- Dedicated and smart working

**Language Skills:** Excellent in English, Malayalam, Hindi and Tamil