

## **SARATH CHANDRAN C.**

 Lekshmi Bhavan, Kanavila, Neyyadum, Trivandrum, Kerala.

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### **CARRIER OBJECTIVE**

“Management professional with 7+ years of experience in reputed organizations in Bahrain & India. Currently seeking a responsible position, where I can utilize my enriched professional aspects of knowledge and skills for making a significant contribution to the growth of an Organization.”

### **CARRIER SUMMARY**

- Experience with implementing systems for proper planning of Purchase, Storing & Logistic arrangement of Material.
- Maintaining the stock of material without any variance by conducting the stock audits.
- Held responsible for overall Accounting works for Purchased products.
- Experienced with negotiation, comparison, and placing of order with the prompt suppliers.
- Expertise in vendor development through continues access to markets.
- Pinpoint of quality, delivery time of the product, and services to negotiate the best price with the supplier and finalized payment on behalf of the firm.
- Preparing reports for top management.
- Supervise store function for proper inventory management.
- Working experience in **ERP Software (SAP)**.

### **PROFESSIONAL EXPERIENCE (Total 7+ Years of Experience)**

#### **# SEASON INTERNATIONAL TRADING & INDUSTRIES CO. W.L.L. Kingdom of Bahrain :-**

**From December 2019 to Present**

Working as a **PURCHASE SUPERVISOR**; Handling a centralized Purchasing & Storing process for Trading & Manufacturing units in Bahrain, Oman & Saudi Arabia.

#### **# GALAXY(NGO), Trivandrum, Kerala :- From May 2018 to December 2019**

Worked as an **ADMINISTRATIVE OFFICER**; Handled day to day activities of NGO Projects.

Psychopark, Karunasai Mental Health Research Institute, Rehabilitation Center & Galaxy IRCA are the major projects under the institution.

### **# JBF BAHRAIN SPC, Kingdom Of Bahrain :- From October 2013 to April 2018**

Worked as an **EXECUTIVE (PURCHASE & STORE)**; Handled overall Purchasing, and Storing of raw material, packaging, Spares, and consumables items from the Domestic & International market.

### **EDUCATION**

- **MBA (Finance & HR – Full Time) – Pass out Year: 2013**, from the Business School **KERALA INSTITUTE OF CO-OPERATIVE MANAGEMENT** under Kerala University.
- **B. Com with Computer Application – Pass out Year: 2011**, from Kerala University.
- **Computer Proficiency**  
MS Word, Windows, Excel, PowerPoint, Outlook, Tally Basic, **ERP (SAP)**.

### **SKILLS/STRENGTHS**

- Strong Focus on work completion in a time frame.
- Enthusiasm to Learn & Innovate.
- Creative, Sincere & Dedication towards Work.
- Strong Communication & Negotiation Skills.
- Friendly & Co-operative.

### **PERSONAL DETAILS**

**Date of Birth:** 19th May, 1991.

**Marital Status:** Married.

**Languages Known:** English, Malayalam, and Hindi.

**Nationality & Passport No.:** India, L1750468, Validity as on 06.05.2023.

**Bahrain Driving License No. :** 910524599

### **DECLARATION**

I, Sarath Chandran C., here by solemnly declare that the above information is true to the best of my knowledge.

**Sarath Chandran C.**