



# VINEETH PUTHIYADATH

## PROFILE

Have 13 years of experience, including as a **Warehouse keeper & Procurement Officer** in **Manazil – Home Improvement Store**, (Home & Garden Supply, Hardware & Power Tools Supply, Jotun Paints, Asian Paints & Hempel )

## CONTACT

**PHONE:** +973-37306407

**CPR NO:** 880532238

**Passport NO:** N8033642

**Bahrain Driving License:** YES

**Nationality :** Indian

**Date Of Birth:** 07/05/1988

**Language:** English & Hindi

EMAIL:

[Vineeth.hd@gmail.com](mailto:Vineeth.hd@gmail.com)

## HOBBIES

In my free time, I enjoy swimming, camping & Reading

## EDUCATION

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**B.com (Bachelor of commerce - university of Calicut, Kerala, India)**  
2005-2008

**Certification in Tally & MS Office ((MS Word, MS Excel, MS PowerPoint)**  
2007-2008

**High field level 3 international award in emergency first aid at work (FA6568275)**  
2022-2025

## WORK EXPERIENCE (13 YEARS) –

### **WAREHOUSE KEEPER & PROCUREMENT OFFICER**

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#### **Manazil-Home Improvement Store Bahrain – (2011-Present)**

- Receive, inspect, and verify incoming goods against purchase orders and delivery notes.
- Unpack, label, and store incoming goods in designated locations.
- Maintain accurate records of inventory levels, stock movements, and transactions using inventory management software.
- Monitor stock levels and reorder supplies as needed to maintain optimal inventory levels.
- Pick, pack, and prepare orders for delivery or shipment to customers.
- Coordinate with suppliers, freight forwarders, and logistics providers to ensure timely delivery of goods.
- Conduct regular stock counts and reconcile discrepancies between physical stock and system records.
- Ensure compliance with health and safety regulations and warehouse procedures.
- Keep the warehouse clean, organized, and free from hazards.
- Assist with other warehouse tasks and duties as assigned.
- Identify high impact cost reduction opportunities
- Leverage the organization's buying power to optimize costs, access new suppliers, reduce lead times, and guarantee supply
- Develop and maintain relationships with existing and potential buyers and suppliers to the organization
- Respond to customer service inquiries and clarify requirements and provide information as needed.
- Issuing purchase orders.
- Collection of supporting documents for payments to suppliers.
- Petty Cash management.
- Back-up for the Accounting Assistant in absence and leave.
- To undertake any other assignments that may be required, in view of the efficient functioning of the Delegation.

## SKILLS

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Customer Service

Negotiate the best deal for pricing and supply contracts

Professional Computer knowledge (**Sage ERP, Orion POS, Microsoft Office**)

Work Well Under Pressure

Strong command of the English language, including written and oral comprehension and communication skill.