

Midhun Kumar

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☎ 37784694 📍 Manama, Bahrain

📄 Certificates

Computer Hardware & Networking

Global Institute

🌐 Languages

English ● ● ● ● ●

Hindi ● ● ● ● ●

Malayalam ● ● ● ● ●

Tamil ● ● ● ● ●

🎓 Education

BBA

Amity University

11/2018 – 11/2022 | Noida, India

High school

Indian School

06/2013 – 06/2014 | Isa Town, Bahrain

🧠 Skills

MS Office

- MS Word
- Excel
- Powerpoint

Purchase order management

Vendor sourcing

Pricing negotiations

Photoshop

HTML

👤 Profile

- Experienced professional with 5+ years of experience in the field of Procurement and document handling & preparations.
- Excellent verbal and written communication skills paired with organized nature and advanced problem-solving strengths.
- Reduces waste, optimize storage cost and meets business needs with efficient, high-quality materials.

📁 Professional Experience

Procurement Officer

Cyprus Cybarco Tabet J.V W.L.L.

12/2021 – present | Muharraq, Bahrain

- Achieved 5% reduction in storage cost by introducing SOPs to store keepers and monitoring wastage.
- Examine the market for potential acquisitions and conduct research to determine how appealing each opportunity is.
- Oversee all inventory and equipment purchases, identifying areas of potential savings.
- Review delivery orders to ensure supply is met, taking availability, cost, manufacturing process, and lead times into consideration.
- Presented reports to the procurement manager, relaying information from department heads accurately and create forecast of demand for upcoming requirements.
- Communicated information from the procurement manager to the rest of the management team

Document Controller

Dadabhai Construction

06/2019 – 12/2021 | Salmaniya, Bahrain

- Provided support for document controls and worked with contract documents: created templates for respective departments.
- Proofread file names, titles and submittal details to streamline submittal and avoid rejection.
- Archiving /Scanning/Printing - Renaming, recording and filing incoming hard copies of drawings
- Recording, checking and tracking all incoming and outgoing project documents
- Review and update technical documents (e.g. manuals and workflows)
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Manage the flow of documentation within the organization
- Maintain confidentiality around sensitive information and terms of agreement

Purchase Supervisor

Healthy Box

11/2017 – 06/2019 | Hooraa, Bahrain

- Helping the team understand performance targets and goals.
- Maintain relationship with vendors or suppliers and negotiate contracts for more complex purchase order.

- Reduced overall cost by nearly 12% by switching to new suppliers and reducing wastages.
- Evaluate and analyze purchasing trend and price trend to identify forecasting demand and minimize purchasing cost.
- Training or ensuring that workers are properly trained for their specific roles.
- Providing real-time feedback on worker performance.
- Sharing company updates, financial results and new objectives with team members.
- Assisting in resolving emergencies. For example, a quality or a customer problem may be escalated to the team supervisor for handling.
- Providing reports and activity updates to management.

Merchandiser

BMMI - Pebbles Gate

11/2015 – 12/2016 | Manama, Bahrain

- Advanced sales cycle plans by maximizing placement of promotions, point of sale materials and product visibility.
- Ran markdown reports, managed store replenishment and analyzed buying reports.
- Plan and develop merchandising strategies that balance customer's expectations and company's objectives.
- Analyze sales figures, customers reactions and market trends to anticipate product needs and plan product ranges/stock.
- Collaborate with buyers, suppliers, distributors and analysts to negotiate prices, quantities and time-scales.
- Maximize customer interest and sales levels by displaying products appropriately
- Produce layout plans for stores and maintain store shelves and inventory
- Monitor stock movement and consider markdowns, promotions, price changes, clear outs etc