

LIJU PAPPACHAN  
00973- 39144137  
davianliju@gmail.com



Summary: Having **15 years** GCC(Bahrain) Experience in the field of **Purchasing & Vehicle co-ordination**, Having Valid **Bahrain Driving License**

#### Experience

- 1) Presently working as an Asst. Purchase & Stores in-charge at **Yateem Oxygen Co WLL**, Bahrain (11Jun 2011 to till date).

#### Major Duties

##### Purchase

- Dealing with Foreign & Local Suppliers
- Taking quotation from various suppliers and negotiating.
- Preparation and verification of purchase orders (L.P.O and F.P.O)
- Handling cash & LPO Purchase from local market
- Follow-up with the supplier for purchase order execution.
- Corresponding with suppliers for material excess/shortage and damage.
- Co-ordination with user departments and warehouse.
- Preparing and forwarding the MRN (Material Receive Note) & PV (Purchase Voucher) to Accounts Department.
- Maintain files and records of purchase department.

##### Stores

- Supervising loading and unloading of containers.
- Verification of material received (quantity and visual damage)
- Checking with purchase orders and bills.
- Coordinating with quality control department /user department for material Inspection.
- Follow up for material shortage/excess/damage.
- Issue of materials to end users against material request/indent
- Stock verification (Monthly)

- 2) Worked as an **Coordinator** in **Almoayyed Contracting Group** (Div. of Y. K. Almoayyed & Sons) Kingdom of Bahrain (02 may 2005 to 09 Jun 2011)

#### Major Duties

- ❖ Purchasing of Spare parts
- ❖ Preparing LPO
- ❖ In charge of Spare Parts Store (All kind of vehicle Parts)
- ❖ Supervising of Vehicle Workshop, (Light & Heavy Vehicles)
- ❖ Managing/Organizing Transportation of 7000 staff (Office Staff & Site Labours)
- ❖ Managing/Organizing Annual Passing of vehicles (Morethan 500 nos)
- ❖ Managing/Organizing Accident repairing of Vehicles
- ❖ Doing all kind of Office job
- ❖ Preparing Time cards of staff for every month

#### Indian Experience (In Automobile) : 3 years

- Worked as a Service Advisor in GEO BAJAJ, Kerala, India (Dealer of Bajaj vehicles) (2004 June to 2005 April).

#### Major duties

Played a vital role in Supervising 35 staff for dealing all kind of Bajaj Motor products. Mainly Free Delivery Inspection of new vehicle before selling to customer and maintenance & repair of all Bajaj products.

- Worked as a Computer operator, in St. Mary's Computer Center. Mumbai, India. (2003 September to 2004 may)

#### Personal Resume

Nationality	:	INDIAN
Passport No.	:	K3686625
Birth Date	:	30/05/1981
Sex	:	Male
Marital Status	:	Married
Present Address	:	Yateem Oxygen Co W.L.L. P.O. Box No. 60 Al Musallah 413, Manama Kingdom of Bahrain
Technical Qualification	:	Automobile Diploma
Languages Known	:	English, Hindi, Malayalam, Tamil,
Driving License	:	Valid <b>Bahrain and Indian</b> Driving License.

#### Computer Knowledge

Diploma in Computer Office Automation  
Software Knowledge: ERP (oracle) & Focus

*I declare that the above details are true to the best of my knowledge*

Liju Pappachan  
Kingdom Of Bahrain