



VISHNU P V

CONTACT

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EDUCATION

Currently pursuing MBA in Information System Management from Bharathiar University, Coimbatore

Bachelor of Computer Application (BCA) from PG Center, Thrissur affiliated to Bharathiar University, Coimbatore , 2016

CORE COMPETENCIES

Strategic Sourcing & Procurement
Purchasing & Store Management
Contract Negotiation
Tally, SAP, ERP & MS Office
Vendor Management
Inventory Management
Stock Transfer & Documentation
Warehouse Management
Supply Chain Management
Relationship Management

PERSONAL DETAILS

Nationality : Indian
Marital Status : Single
Date of birth : 14 Jan 1996
Passport No : P6993297
Languages known : English, Hindi, Malayalam
Permanent Address : Payyappatt House, Manalur P O, Thrissur, Kerala

CAREER SUMMARY

Results driven & multifaceted professional with 4 plus years of continued career progression accompanied by key accomplishments in Purchase, Business Development and customer support vertical in South East Asia and in India. Consistently achieved performance goals through enthusiasm, tenacity and initiative which complement knowledge / expertise in managing entire breadth of commercial operations inclusive of sourcing, negotiating, order processing, materials management, evaluating requirements and implementing changes. Managed wide spectrum of tasks including Supply chain, Functions predominantly in Strategic & Tactical Sourcing, Project Purchase Operations, Inventory, Logistics, Warehousing Management, Vendor Selection & Management, Managing & Finalizing Negotiations, Supply quality, Risk mitigation, Budgeting and Contracts Management. Recognized for positive mental attitude, commitment to excellence and demonstrated ability to communicate and work with senior management Colleagues and Suppliers

WORK EXPERIENCE

YA-NUR TRADING COMPANY SDN BHD

BRUNEI DARUSSALAM

PROCUREMENT OFFICER | June 2022 – Till Date

- Develop and maintain strategic relationships with key suppliers, leveraging these relationships to negotiate favourable terms, ensure reliable sources of supply, and drive continuous improvement initiatives.
- Lead the development and execution of comprehensive sourcing strategies that align with the company's goals, taking into consideration factors such as market trends, risk mitigation, and cost optimization.
- Negotiate complex contracts, service agreements, and procurement deals, focusing on terms, conditions, pricing structures, and performance metrics to maximize value and mitigate potential risks.
- Collaborate closely with cross-functional teams to optimize the supply chain, streamline processes, and enhance operational efficiency, ensuring timely delivery of goods and services while minimizing disruptions.
- Evaluate potential vendors and suppliers based on criteria such as financial stability, product quality, ethical practices, and sustainability, and make strategic decisions on vendor selection.
- Utilize data-driven insights and procurement analytics to identify cost-saving opportunities, track key performance indicators (KPIs), and provide actionable recommendations to senior management.
- Proactively identify and mitigate potential supply chain risks, such as geopolitical instability, regulatory changes, and disruptions, by developing robust risk management strategies and contingency plans.

OVERSEAS & LOCAL PURCHASER | April 2019 – June 2022

- Supervised and directed purchasing functions such as product/service research, vendor selection, price and purchase order completion for the entire project of the Company
- Prepared Tenders of Petroleum Products; Managed Work order's, Contracts for local or regional solutions. Identified best supplier, balancing cost, quality, risk, and product/service quality
- Reviewed catalogues, industry periodicals, directories, trade journals, Internet sites, and consult with others to locate necessary goods and services to improve the Division and the Department function and effectiveness.
- Communicated with suppliers and to make sure supplies get where they need to be when they need to be, even when a deadline is tight
- Created and managed the Purchase Orders (POs) , Bidding for Oil based products, Work order's, Tenders and Contracts using the Procurement software system and ERP
- Directed continuous improvement of purchasing processes in line with changing organizational needs and market conditions
- Monthly report on Vendor dues include Aging analysis and co-ordinating with accounts for settlement and monthly vendor assessment based on Cost, Quality and Delivery parameter set.
- Analysed market and delivery conditions to determine present and future material availability, and prepares market analysis reports.

PREVIOUS COMMITMENTS

MOVELTECH SOLUTIONS(VODAFONE POST-PAID CHANNEL)

THRISSUR, KERALA, INDIA

BUSINESS DEVELOPMENT EXECUTIVE | SEPTEMBER 2018 – MARCH 2019

- Utilized public information & personal network to develop marketing intelligence for generating leads.
- Conceptualized and implemented promotional activities as a part of brand building and market development effort.
- Adhere to all company policies, procedures and business ethics codes and ensured that they are communicated and implemented within the team.
- Developed potential customers, evaluated competition, cemented client relationships and identified new opportunities to grow revenue and profitability.
- Planed, developed and implemented strategic marketing plans that resulted in consistent annual sales increases.
- Drive business growth through relationship building for references, database build-up, and future sales
- Handled escalations if any, and ensured customer satisfaction by providing them appropriate solutions on time.
- Utilizes information sources internally and externally to gather appropriate data to properly position the company to the prospect
- Develop and maintain efficient & effective reporting systems for tracking prospects from initial enquiry through to close.

REDWHALE WIRELESS LTD

THRISSUR, KERALA, INDIA

CUSTOMER SERVICE SUPPORT | AUGUST 2017 – AUGUST 2018

- Respond positively to customers' inquiries and concerns by following company protocol
- Create and maintain logs of conversations transpired with customers according to established procedures
- Discussing billing or technical issues with a customer, researching the issues, and providing the appropriate solutions
- Generate viable sales leads and pass them on to the sales department for perusal
- Monitoring the overall functioning of processes, identifying improvement areas and implementing adequate measures to maximize customer satisfaction level.
- Maintaining & ensuring stringent adherence to quality standards, identifying gaps and opportunities.
- Ensuring the KPIs are exceeding the agreed SLAs and process fair above client expectations.
- Handling client and customer escalations on phone and e-mails.

DECLARATION

I hereby declare that all the information furnished in this document is true to my knowledge and belief

VISHNU P V