

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

Work History

2018-05 -
Current

Procurement Cum Store Manager

PARSA INTERNATIONAL LLC, Dubai

- Negotiated complex corporate procurement contracts by working closely with internal and external contacts.
- Managed supply chain process, from order placement to delivery, to facilitate on-time and accurate fulfillment.
- Reviewed and issued contracts and blanket purchase orders after choosing ideal vendor and drive procurement process.
- Evaluated supplier quotes based on purchasing procedures and competitiveness in quality, price and delivery.
- Resolved invoice and payment issues to facilitate prompt payment to suppliers.
- Created and maintained portfolio of qualified vendors to expand options.
- Analyzed market conditions to make informed decisions on pricing and purchasing strategies.
- Established and maintained accurate records of purchases, pricing and payment terms.
- Cultivated strong relationships with vendors to maintain and improve levels of customer service.
- Generated reports on purchasing activities to support management decisions.
- Reduced costs by streamlining contract bidding and procurement processes to assure best prices for materials and services.
- Supervised guests at front counter, answering questions regarding products.
- Coached sales associates in product specifications, sales incentives, and selling techniques, significantly increasing customer satisfaction ratings.
- Managed inventory control, cash control, and store opening and closing procedures.
- Managed store employees successfully in fast-paced environment through proactive communication and positive feedback.
- Completed point of sale opening and closing procedures.



MIDHUN MANIKUTTAN Store Manager

Contact

Address

Dubai UAE

Phone

+971543406943

E-mail

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Skills

Corporate documentation

Managerial finance

Financial documentation

Procurement program
management

Document processing

Document compliance

Daily store activities

Maximizing profitability

Order management

Team leadership and coaching

Relationship building and
management

Training and mentoring

Operations

Staff Management

Customer Relations

- Maintained proper product levels and inventory controls for merchandise and organized backroom to facilitate effective ordering and stock rotation.
- Assisted with hiring, training and mentoring new staff members.
- Reduced financial inconsistencies while assessing and verifying billing invoices and expense reports.
- Implemented business strategies, increasing revenue and effectively targeting new markets.
- Reduced budgetary expenditures by effectively negotiating contracts for more advantageous terms.

2015-08 -
2017-08

Store Manager

GLOBAL TRADE LINKS, Kerala

- Promoted team collaboration, performance, and efficiency by fostering healthy environments focused on mutual success.
- Rotated merchandise and displays to feature new products and promotions.
- Maximized sales and minimized shrinkage through excellent customer service and adherence to standard practices.
- Managed inventory control, cash control, and store opening and closing procedures.
- Maintained proper product levels and inventory controls for merchandise and organized backroom to facilitate effective ordering and stock rotation.
- Managed store employees successfully in fast-paced environment through proactive communication and positive feedback.
- Assisted with hiring, training and mentoring new staff members.
- Observed each employee's individual strengths and initiated mentoring program to improve areas of weakness.
- Reported issues to higher management with great detail.

Declaration

I hereby declare that all the details provided above are true to the best of my knowledge

MIDHUN MANIKUTTAN

Database Management

Mathematical aptitude

Sales expertise

Strategic thinker

Vendor management

Customer Response

Tally ERP

MS Suite

Languages

English

Upper intermediate

Malayalam

Advanced

Hindi

Upper intermediate

Education

BSc: Mathematics

University of Kerala

Personal Information

Date of Birth - 13/05/1994

Gender - Male

Civil Status - Married

Nationality - Indian

Passport No - R3322027

Visa Status - Employment