

MILAN MANUEL

PURCHASING ASSISTANT

Personal Mail ID. milanmanuel30@gmail.com | Contact No. 7012038390

CAREER OBJECTIVE

Based on my professional studies, I am able to handle extensive work under pressure and possess the ability to quickly adapt myself to different working environments if needed, thereby providing a high out-put in quality time. As an enthusiastic person by nature, I am always seeking ways to develop my skills with new trends and technologies to the growth and development of my workplace and myself.

PROFESSIONAL EXPERIENCE

HEKUR

SITE URL : <https://hekurindia.com/>

I've been employed at this esteemed institution for approximately nine months since joining in 2023. The company specializes in Architectural Engineering, Aluminium Windows and Doors, Structural Glazing, Skylights, Pergola, Handrails, ACP Cladding, and more. You can find further information about the firm on its official website, hekurindia.com.

Throughout this period, I have engaged in extensive learning experiences. When encountering challenges in my professional career, aside from my primary responsibilities in purchasing, I dedicated time to studying digital marketing via online platforms. I explored strategies for implementing sales through digital platforms, recognizing their potential to enhance our market reach. However, I also discovered the unparalleled effectiveness of face-to-face communication in closing sales effortlessly.

EMPLOYABILITY SKILLS

Based on my real-life experiences, I have come to realize that certain skills are indispensable for success in any professional environment:

COMMUNICATION: I possess fluent proficiency in both Malayalam and English, demonstrated through active participation in seminars, debates, and presentations. Even when discussing technical subjects, I excel in conveying complex ideas effectively.

CREATIVE THINKING AND PROBLEM-SOLVING SKILLS: I possess a knack for asking pertinent questions, thinking innovatively, and troubleshooting with instinctive intuition. My adeptness in understanding various perspectives enables me to translate empathetic understanding into actionable corporate strategies. I thrive on challenges and diligently strive to provide exemplary service to customers and clients.

INTERPERSONAL/TEAMWORK SKILLS: I am highly adept at collaborative teamwork, consistently delivering tasks to the highest standard within stipulated deadlines. Notably, my active involvement and coordination in college events highlight my ability to function as a cohesive team player and dedicated worker.

ENTREPRENEURIAL SKILLS: I possess the capability to transform ideas and initiatives into viable and profitable ventures. My proactive approach enables me to identify opportunities and develop them into successful endeavours.

PURCHASING ASSISTANT DUTIES AND RESPONSIBILITIES

Cultivate and nurture robust relationships with our vendors to ensure smooth collaboration and effective communication channels.

Regularly assess and revise purchasing agreements with vendors, fostering transparency and clarity in all transactions.

Establish a proactive system for monitoring supply inventory levels, utilizing quarterly and annual data to determine purchasing requirements.

Remain abreast of industry trends and advancements, strategically forging enduring partnerships with vendors that align with the company's objectives.

Conduct thorough comparisons between product deliveries and issued purchase orders, promptly addressing any discrepancies by liaising with vendors to rectify the situation.

ACADEMIC SKILLS

STRONG TEAM PLAYER: Demonstrates excellent collaboration and cooperation within team environments, contributing positively to collective goals and outcomes.

GOOD MANAGERIAL SKILL: Exhibits effective leadership qualities, capable of overseeing tasks, delegating responsibilities, and guiding team members towards success.

GOOD PRESENTATION SKILL: Proficient in delivering clear, engaging, and informative presentations, conveying complex ideas with clarity and confidence.

GOOD NEGOTIATION SKILL: Displays adeptness in negotiation techniques, facilitating mutually beneficial agreements and resolving conflicts diplomatically.

TIME MANAGEMENT SKILL: Efficiently organizes and prioritizes tasks to meet deadlines and optimize productivity, ensuring effective utilization of time.

STRONG IN COLD CALLING WITH THE CUSTOMER: Possesses confidence and effectiveness in initiating and conducting cold calls with potential customers, fostering new business opportunities.

FAST LEARNER IN ANY DOMAIN: Quickly grasps new concepts and adapts to unfamiliar environments, demonstrating a continuous thirst for knowledge and skill development.

ABILITY TO TAKE STRONG DECISIONS: Exhibits decisiveness and confidence in making informed and timely decisions, even in challenging situations.

ABILITY TO FACE ISSUES RAISED BY THE CUSTOMER: Responds adeptly to customer concerns and complaints, resolving issues promptly and maintaining customer satisfaction.

ABILITY TO THINK IN BUSINESS ASPECTS: Applies strategic thinking and business acumen to decision-making processes, considering the broader implications and goals of the organization.

CRITICAL THINKING ABILITIES: Possesses analytical skills to evaluate information, identify patterns, and make reasoned judgments, contributing to problem-solving and innovation.

GREAT COMMUNICATION SKILL: Communicates effectively and persuasively, both verbally and in writing, fostering strong relationships and facilitating successful interactions.

TECHNICAL SKILLS

Proficient in operating various Operating Systems, demonstrating familiarity with their functionalities and capabilities.

Proficient in utilizing Microsoft Office tools, including Microsoft Word, Microsoft Excel, and Microsoft PowerPoint, for creating, editing, and presenting documents, spreadsheets, and presentations.

Possess a basic understanding of accounting software such as Tally ERP, enabling basic data entry and navigation within the software interface.

Maintain a proficient typing speed of up to 35 words per minute (WPM), facilitating efficient data entry and document creation tasks.

CERTIFICATIONS

Completed an online certification in Logistics Management from Great Learning Academy, demonstrating competence in logistics principles and practices.

Earned a certification in Organic Farming through a Massive Open Online Course (MOOC) from MG University, showcasing proficiency in sustainable agricultural methods.

Achieved certification in Digital Marketing from Google, indicating expertise in various digital marketing strategies and tools.

Completed a Digital Marketing certification from HubSpot Academy, showcasing proficiency in inbound marketing, content marketing, and other digital marketing methodologies.

ACADEMIC QUALIFICATION

From 2020 to 2023, I pursued a **BACHELOR OF BUSINESS ADMINISTRATION** degree from MG University in Kerala, India.

PERSONAL INFORMATION

PERMANENT ADDRESS ETHITHARA HOUSE NAZARETH COCHIN 2	DATE OF BIRTH 22 ND AUG 2002	MARITAL STATUS SINGLE
RELIGION AND CASTE CHRISTIAN, LATIN CATHOLIC	NATIONALITY INDIAN	SEX MALE

DECLARATION

I affirm that all the information provided above is true and accurate to the best of my knowledge and belief.

MILAN MANUEL