



PRATHWIN K S

SPARE PARTS CONTROLLER AND PURCHASE EXECUTIVE

CONTACT

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DOHA-QATAR

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SKILLS:

- Spare parts supply chain management.
- Inventory control and management.
- Business Development.
- Procurement management.
- Supplier relationship management.
- Shipping and Receiving.
- Cost reduction

LANGUAGES:

- ENGLISH
- HINDI
- KANNADA

EDUCATION QUALIFICATION:

- DIPLOMA IN COMPUTER TECHNOLOGY

PROFILE

A result oriented and assertive individual with 4+ years of experience as a Parts and Accessories departments and managing all the key elements of the supply chain and forming strategies to balance the demand and supply in the field of retail store and workshop seeking to pursue a challenging career in the field of supply chain management, administration, spare parts and inventory management in a growing organization that provides a scope for utilizing my skills and knowledge which helps in achieving both organizational and personal goals.

PROFESSIONAL EXPERIENCE:

1.RAFCO MOTORS, DOHA-QATAR

(DEALERSHIP – BENELLI, BETA, HISUN, MOTO MORINI & FANTIC MOTORCYCLES)

SEPTEMBER 2019 – Present

POSITION: SPARE PARTS CONTROLLER AND PURCHASE EXECUTIVE

Work Description:

Responsible for the day-to-day operations of the stores and workshop to communicate with others in the department to ensure that all aspects of the store operation are completed to a satisfactory level and to effectively manage/maintain inventory items within stores and showroom.

Job Roles and Responsibility:

- Physical verification of inventory while receiving shipment and to coordinate with Accounts and prepare Material receipt voucher.
- Manage the balance of demand and supply to optimize business growth.
- Periodic stock verification to ensure there is no discrepancies and sends reports to the Accounts team.
- Monitor all material issuance to showroom and workshop and prepare material delivery voucher.
- Estimating and placing order for new spare parts and accessories on timely basis.
- Ensuring all the assets and inventory are purchased, received, counted, shipped and entered correctly in the system.
- Demonstrates expertise in optimizing supply chain operations, reducing costs and increasing profitability.
- Coordinate with workshop technicians and sales supervisors to ensure that all vehicle delivery is done only after receiving full payment from customers.
- Overall supervision of workshop and showroom activities.
- Preparing cash/credit/WIN invoices or receipts as per company's procedures.
- Performing warranty claims and filing defective parts.
- Preparing daily sales reports and submit to the finance department.
- Performed all internal job activities such as Accounts division, warranty job approvals & internal job approvals for invoice.

PERSONAL DETAILS:

NATIONALITY : INDIAN

GENDER : MALE

DATE OF BIRTH : 18-05-1993

MARITAL STAUS : MARRIED

**DRIVING LICENSE : QATAR &
INDIA**

- Following up with the technicians regarding work in progress and updating customer for timely delivery.
- Maintaining the minimum and maximum stock level and maintaining 0% of breakdown due to unavailability of stock.

Achievements:

- Achieving all the qualitative and quantitative targets for the stores as defined by the company.
- Maintained store and workshop inventory and thus helping in internal and external audits with cent percent accuracy.
- Promoted to handle additional responsibilities like warranty claims, job card maintenance, petty cash and supervision of showroom sales and services.

2. THOUGHT FOCUS TECHNOLOGY, INDIA

FEBRUARY 2016 – DECEMBER 2018

POSITION: PROCUREMENT AND PURCHASE EXECUTIVE

Job Roles and Responsibility:

- Planning and preparing monthly reports pertaining to finance required for maintaining office infrastructure and facilities.
- Cost control and ensuring timely implementation of the project
- Active participation in the Leadership Team for Strategic Business Planning, implementation and client interaction.
- Monitor all material issuance and estimating and placing order for office equipment and supplies.
- Handling back office operations, preparing quotations and handling petty cash and passing bills/payments.
- Vendor management and negotiating contracts with suppliers and customers to secure advantageous terms.
- Maintaining employee database effectively.
- Team management and coordination with other departments for smooth business operations.
- Finalize purchase details and approve ordering of deliverables.
- Monitor forecasts and inventories and manage the cost while maintaining the quality.

3. NATIONAL GOLD PALACE, INDIA

JUNE 2013 – DECEMBER 2015

POSITION: COMPUTER OPERATOR CUM SALE EXECUTIVE

Job Description:

1. Handling billing section and sales.
2. Supervising day today management of the shop.

DECLARATION:

I hereby declare that all the information furnished above is true to the best of my knowledge.

(Prathwin K S)