



RAJESH NAIR

INVENTORY & COST CONTROLLER / PROCUREMENT EXECUTIVE

CONTACT

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📍 Doha - Qatar

DOB : 11th February 1978

Marital Status : Married

Nationality : Indian

SKILLS

- ERP System Management
- MS Office (Excel, Word , Outlook etc..)
- Teamwork
- Supply Chain Management (SCM)
- Cost Management
- Auditing Management
- Procurement & Store Control Management
- Inventory Management
- Tabulation
- Strategic Procurement Planning
- Supplier Negotiation
- Spend Analysis
- Time Management
- Cost Saving Strategies
- Record Keeping & documentation
- Organization & Matreial Assesment



PROFILE

Experience in Supply Chain Management (SCM), Knowledge of Procurement & Inventory management, Administrative Experience, Auditing management, Experience in Cost management, Purchase Management & Store Control Management. Material value analysis, Certified ERP management (Enterprise Resource Planning), Vendor & Customer relationship management. Financial analysis & cost saving. Analysis material consumptions. Maintain company asset goods. Generation of item codes & description for materials in Oracle system. Categorize organization assignment, materials, prodcuts & goods in system. Suppliers material price analysis. Negotiate price from suppliers & Finalize order for approval



WORK EXPERIENCE

Owl Trading & Contracting w. l. l.

Purchase Executive

2025 - PRESENT

Purchase MEP materials as per material requisition. Research vendors & material inquiries to send suppliers. Negotiate price with suppliers. Prepare the price comparison sheets. Take Finalize order approval from authorized person. Prepare the purchase order & send to suppliers. Tracking order & confirm the delivery of materials. Receive the materials as per order quantities. Purchase & Stock transactions process in ERP system. Suppliers invoices process to account department. Manage relationships with suppliers. Verify invoice / PO discrepancies and resolve differences. Maintains records for material ordered & received . Cash purchase transactions process in system

Gulf Glass Fibre L. L. C (Teyseer Group of Company)

2013 - 2024

Inventory & Cost Controller / Purchasing

Doha, Qatar.

Daily update the issue & receive the materials in system. Cost verification of materials in system. Prepare of monthly stock report & verify. Prepare & coordinate of year end audit verification. Maintained the inventory levels of items & audited. Oversaw the entire inventory management process. Streamlined the inventory receiving process & ensure stock availability for key materials. Prepare the year end audit report & analysis. Generate item code & item description in Oracle system (Identify item category, Group, Product code & Organization Assignment). Maintain company assets goods in system. Support & coordinate for procurement department & account department. Prepare for Delivery note & invoice to customers. Co-ordinate to customers & suppliers to various requirements. prepare the project report. Create item codes in system for inventory materials. Analysis for material cost in system. Monthly system close & generate the report. Support to account department for financial works. Coordinate procurement Department to order the materials. Involve payment collection from customers. Prepare costing report & material value report. Update the physical stock verification for all the materials. Verify the factory reports during the stock verification. Monthly analysis the factory reports & stock report. Company routine works coordinate with account department & procure department. Verification of material consumption with production department. Project codes creation in ERP System. Verification for purchase orders & procurement materials. Negotiated contracts with vendors securing multiple discounts & favorable terms. Managed business relations with suppliers in both local & International market. Prepare the local & foreign purchase orders. Make purchase requisition basis of factory requirements. Anyalasis factory report & labour time, Control costing for procurement materials. Required information provide to customers & suppliers through letter & email. Attend customers & suppliers requirement.

Gulf Glass Fibre L. L. C. (Teyseer Group of Company)

2003 - 2013

Account Assistant & Data Entry Operator

Doha, Qatar.

Prepare for invoice to customers. Co-ordinate to customers & suppliers to various requirements. prepare the project report. Monthly system close & generate the report. Involve payment collection from customers. Prepare costing report & material value report. Payment collection & follow up with creditors for receiving payment. Handling the petty cash. Prepare petty cash voucher. Control the office documents & maintains office file. Assist to make delivery note for delivery department. Customers Project creation in system. Maintain all the admin & account office record. Assist to account for making monthly report. Prepare & coordinate of internal & external audit verification. Co-ordinate to procurement department collection data for suppliers. Required information provide to customers & suppliers through letter & email. Attend customers & suppliers requirement. Anyalasis factory report & Record the employees time in unix system. Daily & monthly verify employees time & attendance for payroll process.

Power Cone system Pvt. Ltd

1999 - 2003

Data Entry Operator & Account Assistant

Bangalore, India.

LANGUAGES

- English (Fluent)
- Hindi (Advanced)
- Tamil (Basic)
- Malayalam (Fluent)

REFERENCE

Mujeeb P Hamaza
Gulf Glass Fibre w. I. I.
Phone: +974 55878579
Email :

Prepare Delivery note & invoice to customers. Collection & Record Income Tax details in system. Delivery the invoice to customers. suppliers & customers details enter the system. Verification of documents with system details. Verify & correct system data in Unix system. Prepare the letter to clients. Storage data in MS office (Excel, Words & Power point) Payment follow up for customers, Assist to accountant for accounting related works. Support & preparation of document for external audit. Coordinate with purchase & sales departments for account related works. Daily company routine works report to management. Attend customers & suppliers requirement

Hybrid Metal Pvt. Ltd.

1998 - 1999

Document Controller
Bangalore, India.

Income Tax details update in Unix system. Prepare the invoice to customers, suppliers & customers details enter the system. Verification of documents with system details. Verify & correct system data in Unix system. Prepare the letter to clients. Storage data in MS office (Excel, Words & Power point) Payment follow up for customers, Assist to Chief accountant for accounting. Support & preparation of External & Internal audit. Coordinate with purchase & sales departments for account related works. Daily company routine works report to management. Maintain office record. Properly keep the daily data base files & arrange order base. Maintain department wise data base file & keep digital data in system

EDUCATION

Ex. MBA (Executive Masters in Business Administration)

Kazian School of Business Management

PGBM - Post Graduate Business Management

Mahatma Gandhi University

B.Com (Bachlore of Commerce)

Annamalai university

Pre-Degree Course

Kerala University

Diploma in Computer Management

National Education Society

JOB SKILLS

MS Office (Excel, Word, PowerPoint & Unix), ERP system - Net working - Java - HTML, Experience in Supply Chain Managment (SCM), Administrative Experience, Auditing management, Experience in Cost Management, Procure Management & Store Control Management. Certified ERP management (Enterprise Resource Planning) - Teyseer Group of Co. Oracle Procurement & Inventory cloud. Analysis of material consumption & material value. Negotiated successful rate with the company key suppliers. Prepare Inventory & Purchase report. All the entire Inventory management process (Generate Item code & item description in system. Identify Item category, Item group, Item type & product code. Stock aging, Stock analysis, Stock Ledger, Landing cost materials, Value of materials, Issue & receiving materials, write-off materials. Monthly wise close the transactions for Inventory & Purchase. Maintain asset goods in system. Purchase & Purchase returns, Sale & Sales returns materials & consumptions of materials) Requisitioned materials to restock Inventory. Basis of requirements make requisition & purchase orders. Scheduled deliveries of materials by specified time.

Experience in Procurement / Inventory Management & Cost Management Level