



PRAVEEN DIVAKARAN

+971562602485

praveend693@gmail.com

19/01/1992

OBJECTIVE

Obtain a challenging leadership position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

LANGUAGE

English
Malayalam
Tamil
Hindi

SKILLS

MS Office
CRM (Customer Relationship Management)
ERP (Enterprise Resource Plan)
Team leading
Problem solving
Leadership
Management
Adaptability.

PASSPORT DETAILS

Passport number : W2247672
Date of Expiry : 05/07/2032
Visa status: Visit visa

WORK EXPERIENCE

Purchase administrator

KGPCO Bangalore, Karnataka, India

Efficient handling of departmental mailbox and loading information into Navision (ERP Enterprise Resource plan) System.

Create Purchase orders as per the requirements and quotes from the customer (Dropship).

Set training goals and provide training regarding the duties and responsibilities under Order Management process

Follow up with supplier for Order confirmation, Ship dates/Promise to ship, Tracking, Carrier, and any other inquiries for the PO lines.

Expedite / Escalate the back ordered materials.

Escalate the issues with TL (Team Lead), PM (Product Manager) and VP (Vice President) if issues are not resolved.

Create a CRM (Customer Relationship Management) case for Price discrepancy, MOQ (Minimum Order Quantity), VPN (Vendor Part Number) mismatch, Overage shipment and DC receiving issue.

Works with internal team on Pricing, MOQ and any other issue for vendor from KGP.

Collect Invoices and making sure that the invoices are paid on time by the Account Payable (AP) department.

Execution of Process improvement plans.

Client liaising: identify and define client requirements, scope, and objectives.

3/3/2021 -
8/9/2023

Marketing Executive

Kerala steels Palakkad, Kerala, India

Placing order.

Meeting with contractors, clients.

Shop promotion.

10/3/2018 -
25/2/2021

Marketing Executive

Ahalia Diabetes Hospital Palakkad, Kerala, India

Hospital Promotion.

Conducting medical camps.

Meeting with doctors.

9/2/2017 -
14/8/2017

EDUCATION

MBA

Calicut University Kerala, India

BSc Electronics & Communication Systems

Bharathiar University Tamilnadu, India