

**ROHITH DAMODARAN**  
**Padikappallil (H)**  
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**Kerala, India**  
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## **PROFILE**

An optimistic, hardworking, Graduate with B.A and able to work both independently and as a member of team. Possessing quick decision making and reasoning abilities with a passion to move up the corporate ladder.

## **CAREER OBJECTIVE**

To succeed a challenging position in Managerial field, where my capabilities can be exploited for the growth of the company and provides ample scope for career growth.

## **ACADEMIC QUALIFICATION**

B.A English Literature from M.G. University, Kerala - 2009

Office secretary training course from Accountants Service Society-2009

## **COMPUTER KNOWLEDGE**

MS Office, MS Excel, Internet, Peachtree and Maximo

## **EXPERIENCE**

**Al Dana Technical Services and Engineering, Qatar (June 2011 to February 2018)**

Designation: **Procurement Officer**

### **Work History:**

- Reviewed and approved purchase orders before ordering goods.
- Processed purchasing requests and maintained purchasing logs.
- Contacted vendors to obtain price quotes and performed negotiations.
- Ensured that all purchase operations were performed in accordance with company policies and procedures.
- Followed-up on delivery schedules, payment delays, and invoice queries.
- Managed deliver schedules and status of goods.
- Maintained records of purchases and sales.
- Coordinated with suppliers to ensure that goods are delivered on-time.

- Negotiated price and terms with suppliers.
- Inspected goods for any defects and missing parts.
- Recommended improvements to purchasing procedures for operational efficiency.
- Performed purchase operations within the assigned budget.

### **Muthoot Securities Ltd, Cochin (From May 2010 to June 2011)**

Designation: **Junior Office Executive**

#### **Work History:**

- Handling IPO and PAN Card applications
- Maintained good relation with branches & clients
- Handled Customer grievances.

### **PERSONAL STRENGTH**

Optimistic  
Co-operative  
Leadership Skills  
Communication Skill  
Decision making ability

### **PERSONAL PROFILE**

Name	:	Rohith Damodaran
Age & Date of Birth	:	30, 19-05-1988
Gender	:	Male
Marital Status	:	Married
Father's Name	:	P.N Damodaran
Nationality	:	Indian
Religion	:	Hindu
Passport No	:	J3731640
Languages Known	:	English, Malayalam & Hindi

### **DECLARATION**

I do hereby declare that above statements are true and correct to the best of my knowledge and belief.

Place: Kottayam

**Rohith Damodaran**

Date: