

CURRICULAM VITAE

JOBY ISAAC
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OBJECTIVE

Seeking a suitable position to utilize my qualification, knowledge, integrity & 14 years of experience in Purchase department for the improvement of the organisation

WORK EXPERIENCE

- In Kitex Ltd as Asst.Manager Purchase from 2011 till present
- Worked as Purchase officer from 2007 to 2011 in kitex Ltd
- Worked as Materials Officer from 2005 to 2007 in L.F Hospital,Angamally

KEY RESPOSNSIBILITIES HANDLED

- In charge of over all over activities of purchase departments
- Responsible for preperation & execution of purchase orders and sending same to the domestic,service ,asset ,import & sub contract Vendors
- Interaction with production,stores,maintenance,electrical,civil,computer,printing,cutting, laboratory,quality, finishing, sampling & administrative departments and meet their purchase requirements.
- Experienced in ensuring timely supply of raw,semi finished,finished,consumables, engineering spares ,computer materials,packing ,printing and stationery materials & capital goods
- Handling import vendors ,goods ,nominate forwarder (Sea&Air) & arrange customs clearance till inhouse of the goods
- Sourcing ,negotiating & devoloping new suppliers
- Handling rejection & vendor issues
- Handling Maintenance & Service of Tools ,Equipments &Capital goods
- Arrange AMC for goods,services & priodic review of of the same.
- Releasing monthly shedule of materials based up on sales & consumption of the materials
- Monthly planning for sub contract operations as per production shedule & ensure availability of materials to issue to the sub contractor.
- Managing logistics functions,negotiating with the transporter & clearing agents for cost effective transport solutions & clearances.

- Interaction with finance & accounts to release the payment as per po terms
- Exposure iso audit procedures
- Responsible for SAP implementation of MM module & ensure all the entries of day today activities through the system
- Follow instructions of the management & supervise the sub ordinates.

EDUCATIONAL QUALIFICATION

- M.B.A from Madras university
- B.Sc from M.G university

COMPUTER PROFICIENCY

- Able to work in Ms office,internet,email &SAP /ERP MM module

TRAINING

- Attended time to time training for SAP/ERP MM module implementation

PERSONAL DETAILS

- | | |
|-----------------|-----------------------------------|
| Sex | - Male |
| D.O.B | - 30-5-1974 |
| Religion | - Christian |
| Marital Status | - Married |
| Father's Name | - K.P Isaac |
| Languages Known | - Malayalam,English,Hindi & Tamil |

DECLARATION

All the above mentioned information's are prepared to the best of my knowledge and belief.Hope my curriculum vitae would find me eligible for the vacancy.

Yours faithfully,

Place : Puthencruz

Date : 22.01.2019

JOBY ISAAC