

ALWYN P THOMAS

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PROFESSIONAL SUMMARY

- A Professional with 6 year of experience in **Purchase, Logistics, Vendor Development, Sales and Relationship Manager**. Currently associated with Hair O Craft as Sr. Purchase Executive.
- Responsible for **Procurement Management, Purchase, Vendor Development and Human Resource Management**.
- Experienced with implementing systems of **Inventory Management, Purchase and Forecasting Demand**.
- Highly motivated individual, resourceful and adaptable self -starter who has ability to assess situations/problems and formulate a plan to arrive at a satisfactory outcome.
- Actively looking for Purchase Senior Executive or SAP MM Consultant.

CORE –FUNCTIONAL COMPETENCIES

- SAP MM Module
- Procurement Management
- Negotiation
- Vendor Development
- Store Management
- Logistics
- Forecasting Demand
- Inventory Management

SOFT SKILLS

- Time management, Flexible, Problem solving, highly, motivated, adaptive Judgment and decision making.

CAREER CONTOUR

Hair O Craft (Corp. Office), Vyttila Sr. Purchase Executive

- Design and Chart Purchase Procedure for all branches which are in different places
- Create a SOP for Company
- Training for Staffs on new Material Management Policy
- Assist HOC Software developers on designing Material Management module in ERP
- Seeking reliable vendors
- Purchase of Medical Equipments
- Purchase of Hospital Furnitures and Assets (IT, Medical & General)
- Purchase of Civil Construction Projects Materials
- Monitor purchases in all branches
- Approve the purchase Orders
- Monitor material handling activity in all centres

Sreenarayana Institute of Medical Sciences, North Paravur Purchase Executive

January, 2021

- Seeking reliable vendors
- Purchase of Engineering and Medical Equipments
- Purchase of Hospital Furnitures and Assets (IT, Medical & General)
- Purchase of Civil Construction Projects Materials
- Purchase of Electrical, Plumbing and Sanitary Materials
- Preparing Work Order for Special Project works and Biomedical Equipment's Maintenance.
- Monitor the Purchase of Surgical Lab items and approve in the absence of Manager
- Monitor Purchase of Food items for Hostels, Cafeteria.

- Responsible for build and maintain good relationships with new and existing suppliers
- Managed budget for purchasing department.
- Negotiate and agree contracts, monitoring the quality of service provided
- Determined the quantity and time of delivery
- Ensured suppliers are aware of business objectives
- Forecasted the upcoming demand

Manipal Software and E-Com Pvt Ltd , Bangalore
SAP MM Consultant

January, 2020-June, 2020

- Interact with clients
- Troubleshoot various issues in SAP and Support
- Handle the tickets
- Executive analysis and resolution of production support calls
- Execute necessary changes in configuration
- Interaction with consultants of other module
- Building an organization structure of Material Management

Mahe Institute of Dental Science & Hospital, Pondicherry
Purchase In- Charge

November, 2016 – November, 2019

- Forecasted the upcoming demand
- Seeking reliable vendors
- Purchase of Dental Materials, Consumables and General Items
- Purchase of machineries for Hospital
- Purchase of Construction Materials
- Purchase of Electrical Plumbing and Sanitary Wares
- Responsible for build and maintain good relationships with new and existing suppliers
- Managed budget for purchase department.
- Negotiate and agree contracts, monitoring the quality of service provided

Don Bosco Technical Institute Vaduvanchal – Wayanad
Sales Associate Trainer

June, 2015 – July, 2016

- Responsible for Mobilization.
- Conducted offsite presentations to promote company products and services.
- Multi-tasked between assignments, computer screens, and computer applications to complete
- Ensured with the Skill Training, Placement and Tracking

Celebrus Capital Limited, Sulthan Bathery – Wayanad
Relationship Manager

May, 2010 – July, 2012

- Setting up meeting with new clients
- Research the latest products and regulations.
- Created and enforced plans that will help meet the needs of customers.
- Encourage high-sales and good customer service practices
- Looked for new sale opportunities

EDUCATION

- Master in Business Administration (MBA) in Marketing and Human Resource Management from DONBOSCO College (M.G University) in 2014
- Bachelor of Science (BSc) in Mathematics with Calicut University in 2010

INTERNSHIP

BSNL RTTC Trivandrum, Sulthan Bathery Taluk

- Differentiate the responsibility for the team members.
- External and Internal communication.
- Primary and Secondary data collection.
- Data analysis.
- Prepare the final report and suggestions.

PROJECT:

- “Competition analysis of prepaid mobile telecom services of BSNL in comparison with IDEA - special reference to Sulthan Bathery taluk, Wayanad district”.

IT SKILLS

- Sound knowledge in application of Windows, Linux, Android, Java, HMS, MS Office, C, C++, DOS and Internet Applications, SAP MM

PERSONAL SNIPPETS

- Date of Birth: 18th May, 1986
- Languages Known: English, Malayalam and Tamil