

Viraj Vainsh

Purchase Assistant

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Languages

English

About

With over 2 years of retail experience at Whole Foods Market, I excel in customer service, inventory management, and sales. Skilled in POS systems, ensuring product quality, assisting customers with purchasing decisions, and maintaining a clean work environment.

BRANDS WORKED WITH

Whole Foods Market

Unique Plus Jari House

Experience



Customer Service Member

Whole Foods Market | Jun 2023 - Now

- Process customer purchases accurately and efficiently using cash registers and POS systems.
- Assisted with inventory checks and maintained a clean, sanitary work environment.
- Provided excellent customer service, addressed customer needs, and maximized sales potential. Performed opening, mid-shift, and closing duties.
- Ensured product quality, freshness, and proper rotation.
- Aiding customers in finding products, answering questions, and making informed purchasing decisions.

Assistant to Purchase Manager

| Mar 2021 - Jun 2022

- Monitored stock levels, researched vendors, and tracked orders for timely delivery.
- Conducted market research to identify pricing trends, evaluated offers, and negotiated better prices.
- Prepared cost analyses-maintained records of invoices and contracts and followed up with suppliers.
- Liaised with warehouse staff to ensure products arrived in good condition.

Intern

Unique Plus Jari House | Aug 2020 - Feb 2021

- Generated new leads for the company and conducted comparative studies between different providers.
- Interacted with buyers and personnel, answering inquiries and processing paperwork.
- Researched providers and processed financial documents, contracts, and invoices.

Education & Training

2023

University of East London

Master of Business,

2018 - 2020

GLS University

Bachelor of Commerce (Honours) (BCOM Hons),

2017 - 2018

Saint Xavier's College

Bachelor of Commerce (BCOM),

2016 - 2017

Gujarat Secondary and Higher Secondary Board

Grade 12 (Commerce Stream),

