****

**Renjith**

**Renjith.135648@2freemail.com**

|  |
| --- |
| **Objective:**To achieve career goals in challenging and responsible position, in the field of Logistics, Procurement & Administration, utilizing my experience and abilities of effective communicative and organizational skills, with total commitment and involvement, exhibiting my potential to achieve projected targets.**Professional Summary:** * Over **17** **Years** of Experience in **Supply Chain, Logistics, Operations, Office Administration** and a **successful manager** with **good customer relations skills and third party contract management negotiation.**
* Proven ability in building relationships with all companies in **Middle East and in India.**
* Successful in **exploring new markets** for **expanding business from scratch and streamlining operations.**
* Excellent **Operations Management with track record on crewing and procurement**.
* **Strategic thinker and planner in Operational Logistics**
* Interface with **engineering and construction for progressing materials, equipment**
* **and documentation.**
* **Achieve delivery of equipment, materials and documentation on time.**
* **Liaising effectively and fostering relationships with suppliers and clients.**
* Liaison with other disciplines with respect to materials and equipment items to

ensure on-time deliveries.* **Closing out purchase orders, files and archiving documents.**
* **Foster good relations with SCM team and third party suppliers.**
* Coordination and work closely with appointed field expeditors.
* **Work closely with Materials Controllers regarding receipts at project warehouse.**
* **Production and maintenance of expediting reports and filing system (both hard**

**copy and electronic).*** Assist in the PO close out process.
* Providing support and technical assistance to other members of the team in the

use of the procurement system.* **Support Accounts/Commercial personnel in verifying and/or resolving queries on supplier invoices.**
 |
| **Core strengths includes:*** Excellent Managerial Skills
* Problem solving and initiative
* Team player attitude
* Document Management
 | * Strong and proven Customer Relations skills
* Pro-active in determining client needs
* Excellent communication skill
* Hard working, Dedicated and Enthusiastic
 |
| **Academic Qualification:**Bachelor of Arts in Humanities from University of Calicut, India**Professional Experience****Maxell International General Trading**. Apr 2015 till dateRole: **Division Manager**Maxell International is a company into Firefighting and Safety comprising with a team professional Engineers and marketing experts to provide exclusive and specialized services in Health and Safety, Firefighting and Energy conservation sectors. Opened a new office in Abu Dhabi and I am working as an In charge to develop new business for them in Abu Dhabi Market comprising of 6 Sales Staff. My responsibility is to develop more sales for them with my contacts in UAE and to prequalify their products and services in UAE Market.**Al Roumi Oilfield Supplies & Services Establishment**. Jan 2013 till Mar 2015Role: Airloop System Supervisor (H2S Engineer) – Temporary Assignment An Exclusive Oilfield Supply and Services Company owned by H.E. Khalfan Al Roumi, the Ex-Minister for Ministry of Information and Culture of U A E. Job Responsibilities:* Supervise Airloop system package in onshore rig of ADCO.
* Rig up and rig down Airloop system as and when required.
* H2S Safety refreshers training on site.
* Qualitative air quality test on regular basis.
* Maintain breathing apparatus and keep it ready to use all time.

**Gulf Oil and Gas**. Nov 2011 to Dec 2012 Role: **Imports & Exports Manager**Gulf Oil and Gas is a Limited Company contracted with Turkmen Gas for nine Offshore Drilling Rigs and Halliburton, Baker Hughes, Weatherford & Petrofac as their subcontractors to work in various well sites at South Yoloten (Turkmenistan) having Operational Offices at Dubai, Ashgabat and Mary at Turkmenistan. Job Responsibilities:* Handling entire Import & Export Shipment.
* Ensure on time delivery of goods to Project Site with necessary documents.
* Procurement of goods from supplier and make arrangements for shipping.
* Ensure Inspections are done by supplier and Quality Certificates issued.
* Presenting procurement and project cost report to Management.
* Approval of vendor invoices for payment.
* Inventory planning with project engineers and materials management.
* Negotiate with vendors for cost effective purchase.
* Co-ordinate with Logistics department at branch office in Turkmenistan.
* Ensure all shipments are cleared from customs on time and delivered to project site.
* Audit on shipping and vendor documents to ensure contract compliance.
* Visit Ashgabat branch office to ensure that all clearances are done and certification procedures are taken place in order to process payment from Turkmen Gas.
* Visiting Project Site at Yoloten and assist the Engineers to do visual inspection of goods.
* Following up payments.
* Liaising with Dubai, Ashgabat and Mary office on day to day basis to procure materials.
* Controlling entire Logistics Team in each office.
 |
| **Fugro Survey (Middle East) Limited.** Apr 2010 till Sep 2011Role: **Logistics Supervisor** The market leader in the Middle East in the fields of offshore survey and positioning with a team of professionals performing Geophysical and Hydrographic Survey Operations.Job Responsibilities:**Operations*** Co-ordinate all Company purchases.
* Implement safety and quality standards in handling equipments.
* Manage the equipment database / tracking system.
* Maintain a purchasing / suppliers statistics.
* Responsible for preparation of all documents related to equipment import / export.
* Liaise with agents and freight forwarders frequently.
* Prepare monthly utilization reports of own and third party equipment.
* Responsible for the overall office / warehouse housekeeping.
* Providing monthly job cost related to projects.
* Stock taking and providing Asset Verification Report.

**Finance & Administration*** Assist Engineering Manager in the cost control on projects.
* Take regular inventory checks and ensure all equipment’s are assetized correctly.
* Maintain records of all equipment movements.
* Actively participate in adherence to and improvement of the Company Management System on Quality and HSE related issues.
* Work closely with Engineering Manager meeting him on regular intervals.
* Work with Engineering Manager for efficient handling, storage, repair and maintenance of equipment.
* Supervise Logistic Assistant for shipping and receiving.

**Fugro Survey (Middle East) Limited.**Role: **Operations Supervisor** Dec 2008 to Mar 2010Job Responsibilities:**Operations:*** Determine all project visa and security requirements, arrange and co-ordinate, as necessary, all visas, security passes, seaman's books etc. required for project personnel and ensure they remain valid for the required duration.
* Liaise with Clients for crew approvals and project related activities, whenever required.
* Apply/Obtain all necessary Visas for project personnel, depending on project locations.
* Appoint and liaise with Agents for vessel inward / outward clearances and logistical support.
* Close co-ordination and assistance to Project Managers (PMs) / Business Line Managers (BLMs) throughout the project.
* Arrange flights for project related personnel.
* Coordination with logistics related general operations whenever necessary.
* External logistical services for project related personnel.
* Responsible for the planned execution of project logistical requirements.
* Out of Office hours support as and when required.

**Finance & Administration:** * Check project related Supplier invoices.
* Issue Purchase Orders for travel services.
* Check personnel work reports to ensure correctness.
* Maintain record of personnel Client approvals for projects.
* Update Personnel and Job-wise Deployment Sheet (PDS) as per personnel utilization and deployment on responsible projects.
* Follow up with HR to obtain updated certification including CV, Passport /Seaman Book, Medical, Offshore Safety/Survival, PPE for Project nominated personnel.
* Participation in adherence to and improvement of the company Quality Management System on Quality and HSE related issues.
* Taking up responsibilities for any new task assigned related to project requirement.
* Work with Project Managers, Business Line Manager and Operations Manager to effectively administer operations and logistics.
* Assist the Financial Department with approval of supplier invoices.

**Al Roumi Oilfield Supplies & Services Establishment**. July 1997 to Dec 2008Role: **Operations and Office Administrator**  An Exclusive Oilfield Supply and Services Company owned by H.E. Khalfan Al Roumi, the Ex-Minister for Ministry of Information and Culture of U A E.Responsibilities:* To prepare commercial documentation relating to sales. Plan and execute proposal preparation activities.
* Prepare compliant proposals in accordance with local procedures.
* Review client requirements (reviewing RFQ documents) and prepare proposal execution plan
* Manage correspondence with to and from the Client. Distribute to proposal stakeholders as necessary.
* Prepare proposal forms, ensuring approval and filing.
* Coordination of contractual and commercial reviews.
* Ensuring the completeness and accuracy of the proposal document.
* Making performance bond liaising with Banks.
* Follow up of sales orders with concerned departments.
* Responsible to make calls to suppliers, enquiring about the delivery of material.
* Follow up P.O payments, supplier payment, follow up stock control documentation, and control commercial work flow in the company.
* Provides sales support with activities related to sourcing, quotes and closing sales leads.
* Operational Management & Office Administration.
* Implementation of Internal Systems, Preparing External & Internal Business correspondence.
* Coordinating activities with Clients & Logistics Operations Team.
* Registration and Pre Qualification of Principal Companies with Clients.
* Receiving, Logging and administration of Purchase Requisitions, Preparation of Quotations and Issuance of Purchase Orders to Clients. (RFQ's/RFP's/PQ's)
* Award of Contracts and Post-Contract Administration process.
* In charge of Onshore/Offshore operations & Operational Schedules.
* Management of Government Documents, Travel Arrangements, Visa Processing
* Local purchase of equipments, procurement and delivery of Maintenance Items
* Service after sales.
 |
|  |

**Al Habtoor Engineering Enterprises Co. (L.L.C)**

Dubai, U.A.E. Jan 1995 to June 1997

Role **Executive Assistant to Project Manager**

An International Construction Company having been awarded ISO - 9002. A new project work of National Drilling Company was awarded to Al Habtoor being Abu-Dhabi National Oil Co. (ADNOC) as its consultant and during this period self was detailed to work with ADNOC’s Consulting Office.

Responsibilities:

* Preparation of daily correspondence to Clients and Main Contractors.
* Preparing meeting agenda and Minutes of meetings.
* Preparing Submittals, document control of Project as per Quality Procedures of ADNOC.
* Composing and Screening of confidential correspondence.
* Preparing PowerPoint presentations.
* Managing Schedules, Planning and Travel arrangements.
* Overall Project Management Assistance for several projects.

**Professional Exposures:**

Hotel Reception Course with training conducted by N.C.T.V.T

Teaching Faculty of Pre-University Students – History & English Literature

**Computer Skills:**

• Excellent knowledge of Windows operating systems

• Proficient in Microsoft Office Applications

• Internet Applications & Office Automation Applications

• Internet based communications using Microsoft Outlook, Outlook Express

• AmiPro, D Base, Lotus 123, Word Perfect 6.1

**Language Skills:**

English, Hindi/Urdu, Malayalam

**Personal Details:**

Date of Birth : 27th May 1971

Nationality : Indian

Gender : Male

Visa Status : Resident Visa

Other : U.A.E Driving License