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**Renjith**

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| **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 date  Role: **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 2015  Role: 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 2011  Role: **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 2010  Job 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 2008  Role: **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. | |
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**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