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| **CURRICULUM VITAE**Ajeeshkumar **Objective****Employment History**01/2013 to 11/2016**Notable clients**05/2008 to 12/201209/2006 - 04/200804/2003 – 09/2006**Skills**Language Computer**Organizational skills** **Knowledge and abilities****Education and Training**Project Management InstituteDonbosco Institute of TechnologyRandom InfoTechUniversity of CalicutEasthill Higher Secondary School**References** | Ajeeshkumar.289977@2freemail.com To obtain a mid to senior management position in an organization that utilizes my expertise specific to contract management, project management, budget oversight and administration. **Manager, Commercial & Logistics**at Conpeed Business Consultant, Manama, Kingdom of BahrainContract Management of projects (largely related to material handling) from signing to closure, encompassing:* + Managing tendering process and awarding contracts, coordinating with contractors for commercial negotiations, cost estimates including billing & claims etc.
	+ Management of contract variations
	+ Payment applications
	+ Management of sub-contractors
	+ Contract claims & dispute management
	+ Interpreting contractual obligations & rights and evaluation of technical/ financial problems for management reporting
	+ Contract administration (main contracts & sub-contracts)
	+ Verifying sub-contractors payments / claims as per contract
	+ Monitoring POs and payment for services, out-sourcing & materials

Financial Management:* + Preparing feasibility studies on projects
	+ Due diligence checks on clients & suppliers
	+ Arrangement & monitoring of banking facilities such as working capital, funded & non funded facilities
	+ Optimization of financial charges

SABIC, Aramco, ALBA and Qatar Steel**Management Assistant**at Conpeed Business Consultant, Manama, Kingdom of Bahrain* MI to the Managing Director
* Managing all administration & operations
* Coordinates office requirements, Travel Requirements, Visa requirements, transport, hotels, logistics etc.
* Ensure office facilities are maintained in good order by ordering repairs and maintenance services for equipment, vehicles and office facilities
* Focal point for all operations staff for office, services etc
* Coordinate sub-contractors on multiple locations
* Familiar with LMRA & GOSI related procedures & forms
* Focal point for the banker in all financial matters
* Focal point for Major Clients

**Administration & Logistics Assistant**at Saudi Voest Alpine *(affiliate of Siemens Group)*, Kingdom of Saudi Arabia* MI to the Commercial Director
* Accounting, Bank & Cash report maintenance
* Logistics (Maintaining the shipping list, Coordination with freight forwarder)
* Assist management with strategic planning and human resources (HR)
* Reports to top management and coordinates with office support staff for issues such as gate passes, leave, overtime and initiates performance appraisals for staff.
* Coordinates office requirements, Travel Requirements, Visa requirements, transport, hotels logistics etc.
* Ensure adequate office support staff available at all times (secretaries, clerks, drivers, etc.)
* Ensure office facilities are maintained in good order by ordering repairs and maintenance services for office facilities, equipment, and vehicles
* Focal point for all Operations related staff for office, services etc.
* Aware of potential problems and solutions operations related work may encounter and plan ahead
* Subcontractor management

**Business Manager**at ICICI Bank Credit Cards, Calicut, Kerala, India.* Reports to top management and coordinates with office staff about targets and customer issues
* Ensure adequate office support staff available at all times (Executives, Team Leaders, Tele callers etc.)
* Plans and coordinates office incentives, targets and presentations to increase productivity
* Ensure office facilities are maintained in good order
* Crucial point for all sales related staff & top management
* Aware of potential problems and solutions related with sales
* MIS Preparation

English, Hindi and MalayalamMS Office, MS Windows, Internet, Adobe packagesEffective leadership and the ability to coach, mentor and motivate business professionalsAbility to identify key issues in a situation and to think creatively and strategically in facing internal and external challengesExcellent communication skillsExperience in strategic planning and executionAbility to develop financial plans and manage resourcesAbility to analyse and interpret financial dataMulti-tasking and handle pressureAbility to develop, present and deliver presentationsProfessional written and verbal communication and interpersonal skillsMember, Studying Certified Associate in Project Management (CAPM)®Post Graduate Diploma in Computer ApplicationsDiploma in Computer HardwareGraduation in Bachelor of Science (Mathematics)Secondary SchoolWill be provided on request |