

**CURRICULUM VITAE**

**BINEESH**

***E-mail:*** ***bineesh.368185@2freemail.com***

***Personal Details***

***Date of Birth : 31/05/1979***

***Age : 37 Yrs***

***Place of Birth : Ponnani***

***Gender : Male***

***Nationality : Indian***

***Marital status : Married***

***Languages : English, Hindi, Tamil & Malayalam***

***Passport Details***

***Place of Issue : Abu Dhabi***

***Date of Issue : 20/10/2010***

***Date of Expiry : 19/10/2020***

***Potentials***

***Excellent Communication skills***

***Enthusiastic***

***High productivity***

***Dynamic***

***Leadership.***

***Safety & Quality***

 ***Maintain standards of safety and***

***Comply with company’s health, quality, and safety and environment management system requirements.***

**Academic Qualification**

 To be a self motivated next generation leader with the ability to adapt rapidly changing technologies with a strong desire to undertake challenging job and to work with the team to achieve the goals of the organization.

**Career Objective**

**\* Graduate** with **UAE & OMAN** attested Certificates (University of Calicut-Kerala, India)

**\* Diploma in Material Management** (Luna Institute of Eng.Technology & Management Studies-Kerala, India)

**\* MBA in Oil & Gas Management.**

**Additional Qualification**

Valid **UAE & OMAN Driving License**

 **S.S.L**

**Computer Qualification**

**+2**

D

**Software Knowledge**

**Diploma in Computer Management** (ER&DCI Centre-Kerala)

**\* ERP Oracle & SAP** Inventory Management System

**\* PIMS** Inventory Management System & **I-RENT** Rental Management System.

  **To be a self**

**Audit Knowledge**

**\* Internal Auditor Quality Management Systems Training Course.** BUREAU VERITAS-**IS0 9001:2015** Standard

**Professional Experience**

1. Designation : **Material/Stores Manager**

 Period : 2012 to till date.

 Company : **IDTEC –Oil & Gas, NIZWA-Oman. Rig Experience : PDO & BP Rigs**

Job Description.

* Directs, coordinates plans the store, storage and distribution of the products and materials within the company for onshore and offshore rigs.
* Supervises the activities of employees, engages in shipping, receiving, storing & testing material & effective supply of goods& service.
* Responsible for classifying, labeling and warehousing all inventories for future use.
* Handling all day to day operations and management of the store & Inventory.
* Responsible for communicating with all dept. managers& purchasing, administration on inventory levels and locations. &ability to deal with vendors, auditors, contractors.
* Organize all activities & assign jobs accordingly for staff, making duty roaster.
* Implementing and follow a control system to reduce damage, breakage and inventory obsolescence & keeping min/max stock levels & Issuing material on time.
* Make plans to develop staffs of store by internal/on-job training.
* Issue of job assignments & review of work orders, invoices and confirm reports and monitoring stock levels & expenditure against budget.
* Analysis of reports & implementation of plans where necessary.
* Ensure and manage time asset & inventory counts in the company and coordinate product line personnel and location.
* Ensure that the all counts of inventory are in agreement with financials in terms of inventory values and the fixed asset register.

**Professional Experience**

1. Designation : **Material /Stores In charge**

 Period : 2005 - 2012

 Company : **Scaffco-Abu Dhabi-UAE.**

Job Description.

* Confirm quantities on goods received from outside vendors.
* Conduct and record cycle counts as required.
* Responsible for classifying, labeling and warehousing all inventories for future use.
* Handling all day to day operations and management of the store.
* Responsible for communicating with all dept. managers& purchasing, administration on inventory levels and locations. &ability to deal with vendors, auditors, contractors.
* Organize all activities & assign jobs accordingly for staff, making duty roaster.
* Implementing and follow a control system to reduce damage, breakage and inventory obsolescence & keeping min/max stock levels & Issuing material on time.
* Make plans to develop staffs of store by internal/on-job training.
* Issue of job assignments & review of work orders, invoices and confirm reports and monitoring stock levels & expenditure against budget.
* Analysis of reports & implementation of plans where necessary.

**Declaration**

I do hereby declare that information given these curriculum vitae is true, complete & correct to the best of my knowledge & belief.

 **BINEESH**