*Covering letter*

*To*

***The authorized responsibility***

***Dear Sir/Madam***

*Please accept my enclosed application for the position at your esteemed company. Having read through your job description, I am pleased to be applying for this position as my* ***12*** *years of experience in a reputed ice cream manufacturer in India and skill set match the requirements you’re looking for.*

*My resume goes in more detail about duties and achievements during my tenure as a* ***successful manager*** *handling various fields of a manufacturing company. I have Administration,HR,Operation and purchase experiences.*

*I am in* ***visit visa*** *UAE, in search of new challenging assignments. I believe I meet and exceed the expectations you have for this role.* ***Kindly give*** *me an opportunity for a direct interview session*

*Expecting your consideration & reply*

***Thanking you***

***Vinod***

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**ADMINISTRATION/HR /OPERATIONS**

sEM

**VINODH**

Place : Rolla, Sharja, UAE

Email : vinodh.373710@2freemail.com

**PROFESSIONAL OBJECTIVE:**

***M****otivated,* ***Operation/Administration*** *professional, seeking an opportunity to utilize expertise, skills, and education to contribute to employer objectives and success for a company offering potential for challenge and growth*

**CORE QUALIFICATION**

* Skilled and Versatile with Diversified experience in many aspects of Management
* Diverse communications and organizational skills
* Ability to quickly assess and prioritize projects and office tasks
* Proficient at evaluating problems and quickly devising practical solutions
* Capable of managing multiple tasks with an emphasis on retaining quality standards

**WORK EXPERIENCE**

**BUSINESS OFFICE MANAGER - RIME RICH FOODS PVT LTD (*Reputed ice cream manufacturers*)**

**Corporate office, Thrissur, Kerala, India April 2016 - September 2017**

* Successfully installed and executed new project – **Centralized purchasing department.**
* Succeded in executing systematic and timel y supply of Packing materials and Raw materials for all factories efficiently
* Developed strategic MIS reports, Costing reports for the top level management
* Renovated HR policies and corporate activities including statutory compliance.
* Developed corporate pricing system and executed in all branches
* Succeded in reducing **10 %** of budgets proposed for procurements through cost-effective operations systems and got management appreciations

**MANAGER - ADMINISTRATION - RIME RICH FOODS PVT LTD (Biggest ice cream Factory in south india)**

**Palakkad, Kerala, India Jan 2015 - March 2016**

* Formulated and implemented company policy, directed strategy towards the profitable growth and clear long term objective
* Coordinated and controlled all supporting departments such as Stores, Production, Technical and Front office for the achievement of mutual objectives.
* Maintained and overlooked all statutory compliances of HR, Health & safety, Legal requirement, Staff canteen and Housekeeping department of factory
* Developed an employee oriented culture that emphasizes quality, Continuous improvement employee retentions and development for higher performance.
* Administered Logistic department and organized planned fleet management system through standard procedures and controlled damages.

**BRANCH MANAGER - RIME RICH FOODS PVT LTD ( Companies 1st Factory)**

**Malappuram, Kerala, India April 2008 - December 2014**

* Succeded in expanding company operations and achieved maximum outputs to start new units.
* Performed Managerial and Administrative function.Implemented MBO model of organisation.
* Organized Manpower planning, Orientation, Training and Development activities of this branch.
* Controlled Front office activities, Sales transactions and Cash flow IN and OUT.
* Prepared Job descriptions, Job priorities & plans and set productivity goals for each departments and assessed the outcome.

**Senior Officer – ADMINISTRATION - RIME RICH FOODS PVT LTD**

**Malappuram, Kerala, India July 2004 - March 2008**

* Performed Administrative function such as Office administration, Logistics, Housekeeping.
* Effectively initiated Manpower planning, Training and Development activities. Helped resolve daily plant operations with utilized available sources effectively
* Controlled activities of Personal and Administration department and Served as liaison between government offices for statutory fulfillment
* Provided successful operational solutions to reduce costs, lead time and increased efficiencies on inbound operations
* Served as primary interface between managers, employees, outside agencies and for other concerning HR related issues.

**ADMINISTRATIVE EXECUTIVE - BATPASCO AND PATSON**

**Karnataka, India December 2002 -June 2004**

* Handled accounts department and maintained administrationexpenses of construction site. Maintained employee records, Leave & Attendance Processes and other statutory records

**EDUCATION**

• **MSW** (**Masters in Social work) -HR**

 **(**Specialized in Personnel Management and Industrial Relation**) 1999 - 2001**

 **From University of Madras**, Tamil Nadu, India **- Rank holder**

• **BBA** (**Bachelors in Business Administration) 1996 - 1999**

 **From University of Madras**, Tamil Nadu, India

**PROJECTS & TRAINING**

• In plant training in HR department **6** months – Reputed computer Manufacturer.

 From **HCL INFOSYSTEMS,** Pondicherry State, India **Year 2001**

• Project work done in **Performance Evaluation Technique** among Employees.

 For **HCL INFOSYSTEMS,** Pondicherry State, India **Year 2001**

**SKILLS & KNOWLEDGE**

* Have Analytical & Logical skills, Flexibility & Adaptability.
* Ability to work with high degree of autonomy and under time pressure and stress.
* Have Multitasking abilities and Multi specialized experiences like HR, Admin & Operations.
* Good Proficient knowledge **MS Office ,Tally ERP 9 and** Social medias **of internet**
* Good Language Proficieny in **English, Hindi**, **Malayalam & Tamil**

**PERSONAL DETAILS**

Date of Birth : 04.05.1979

Nationality /Marital status : Indian/Married

**DECLARATION**

***I hereby declare that the above mentioned information is true to the best of my knowledge and belief***

**VINODH**