Raneesh

PERSONAL DETAILS

C/o-Mobile +971503718643

Email raneesh.378693@2freemail.com

Date of Birth 12th May 1985

Nationality Indian

EXPERIENCE

**Operations Coordinator (procurement) – HMR Group** **Jul 2008 - Present**

(HMR Consultants/ Simon Engineering & Partners/ Al Rawahy Muscat, Oman

Technical Services)

Logistics, Export & Import, Procurement, MIS Reporting,

Budget allocation, RFP/Tender Preparation, QMS, Health & Safety,

**Head HR & Development – Speedwings Aviation Academy** **Jan 2007 – Jun 2008**

HR, Training, Sales, Marketing Strategy,Event Management Cochin, India

EDUCATION

**MBA – HR & Marketing 2005 - 2007**

Sikkim Manipal University, India

**BA – English Literature & Journalism 2002 – 2005**

Calicut University, India

LANGUAGESCOMPUTER

English Excellent MS Office Excellent

Hindi Excellent Windows Excellent

Malayalam Native Adobe CS Good

Tamil Good Oracle Good

OTHER QUALIFICATIONS/ TRAININGS

* Certified Lead Auditor for ISO 9001
* Certified Internal Auditor for ISO 14001 & 18001
* Certified Journey Management Planner (for Oil & Gas sites)
* Attended HSE Induction Training
* Attended Technical Training on Air Quality Monitoring Equipment by Ecotech

PROFILE

Raneesh Rahman (RR) is a seasoned management professional with eleven (11) years of experience in logistics. RR coordinatedlogistics for all major projects with Oil& Gas companies (upstream and downstream) in Oman (Major clients - Petroleum Development Oman (PDO), British petroleum (BP), Occidental Oman (OXY), Orpic, OOMCO, OOCEP and DRPIC). RR has experience in procuring heavy equipment and materials for projects with EPC companies like GS Engineering, Daewoo, Six Construct, Hyundai Rotem, Hyundai Engineering Co, Marubeni, Suez, and JS Engineering. RR has experience in handling imports/exports of heavy equipment for different projects.

Having knowledge in Quality Management (QMS) and Health & safety Management (HSE), all procurements are carried out in compliance to company/client QMS and HSE policy or requirements. Experienced in working on Oracle based ERP system.

AREAS OF EXPERIENCE

**HMR Group of Companies**

Designation: (various roles) now Operations Coordinator (Procurement)

* Joined as Technical Assistant to the Managing Director in 2008
* Promoted as Projects Administrator in 2009
* Promoted as Sr. Projects Administrator in 2011
* Now working as Operations Coordinatorsince 2013

Vast experience in handling logistics, export and import.Preparing MIS on logistics, equipment export and imports. Ensure timely delivery of the imported equipment at the site and conduct delivery close out meeting with the client. Coordinate with shipping agents and international vendors for timely shipping and delivery of the shipment. Preparing necessary documentation for export and import and coordinating with concern companies/agents for easy freight movements. Experience in handling freight air and sea freight.

**Remarkable Achievements**

* Successfully completed documentation, implementation and certification of ISO standards (ISO 18001 & 14001)

**Speedwings Aviation Academy**

Designation: Head HR & Development

In charge of HR departments at Head office and other regional centers in Kerala, handled a group of 30 staff from all centers. Prepared training and staff schedule for all centers and implemented successfully. Actively involved in preparing marketing strategy for new Training Programs and Batches. Led “Placement Cell” and company achieved high rate of successful campus placements during this period.

**Remarkable Achievement**

Selected as the Administrative Officer for National Convention of IAAI (IATA Agents Association of India) held at Ramoji Film City, Hyderabad, India.

**Responsibilities**

Responsible for Planning, organizing and designing the ICON 2008 (The National Convention of IAAI) held at Ramoji Film City, Hyderabad, India. Worked as the head of Event Management Team and was in charge of inviting sponsors, coordinating the delegates and venue.

OTHER DETAILS

Marital Status Married

Visa Status Employment Visa – Oman (at present)

Driving License Oman & India