**CURRICULAM VITAE**

VIPIN MENON K 

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**OBJECTIVE:**

*Quest to work with a challenging position in a management role in the field of sales,*

*purc*APPLIED POSITIONS:

* Manager ( Purchase, Sales, Logistics)
* Administration
* HR
* Customer Relationship

**Work Experience**

**Company – 4K BUILDING MATERIALS (HIDD, bahrain)**

**position – LOGISTICS/STORE- Manager**

**DUTIES AND RESPONSIBILITIES**

* Strategically plan and manage logistics, warehouse, transportation and customer services
* Direct, optimize and coordinate full order cycle
* Liaise and negotiate with suppliers, manufacturers, retailers and consumers
* Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency
* Arrange warehouse, catalog goods, plan routes and process shipments
* Resolve any arising problems or complaints
* Liaising with customers, suppliers and transport companies;
* Planning, coordinating and monitoring the receipt, order assembly and dispatch of goods;
* Using space and mechanical handling equipment efficiently and making sure quality, budgetary targets and environmental objectives are met;
* Having a clear understanding of the company's policies and vision and how the warehouse contributes to these;
* Coordinating the use of automated and computerized systems where necessary;
* Responding to and dealing with customer communication by email and telephone;
* Keeping stock control systems up to date and making sure inventories are accurate;
* Planning future capacity requirements;
* Organizing the recruitment and training of staff, as well as monitoring staff performance and progress;
* Motivating, organizing and encouraging teamwork within the workforce to ensure productivity targets are met or exceeded;
* Producing regular reports and statistics on a daily, weekly and monthly basis;
* Briefing team leaders on a daily basis;
* Visiting customers to monitor the quality of service they are receiving;
* Maintaining standards of health and safety, hygiene and security in the work environment, for example, ensuring that stock such as chemicals and food are stored safely;
* Overseeing the planned maintenance of vehicles, machinery and equipment.

**Company – Classic envelopes W.l.L (MANAMA, bahrain)**

**position – Sales Manager**

**Duration - August 2014 -2015**

**DUTIES AND RESPONSIBILITIES**

* Managing the sales team, developing a business plan covering sales, revenue, and expense controls, meeting agreed targets, and promoting the organization’s presence throughout Bahrain
* Monitoring the team’s performance and motivating them to reach targets
* Carry out day- to- day operations of sales with all sales staffs.
* To ensure payments from the market are received on time.
* To prepare contracts and correspond with clients at regular intervals.
* To ensure there is smooth coordination & work flow between the different departments
* To ensure companies sales vehicles and other related equipment are properly maintained
* To provide quality service to customers & achieve high level of customer satisfaction
* To motivate sales force and other office staff to ensure team work
* Recruitment & training of sales staffs from time to time.
* Maintains accurate records of all pricings, sales, and activity reports submitted by Sales Staff.
* Chair weekly meeting with Sales Staff, Production Team, Accounts and Design Teams.
* Tracking Sales Staff Daily Activities

**Company – SUNRISE INTERNATIONAL W.L.L (DOHA – QATAR)**

**position – Manager (pURCHASE &SALES)**

**Duration - january 2011- 2014**

**DUTIES AND RESPONSIBILITIES**

* Maintain effective relationships with existing suppliers and establish new business network
* Product sourcing, organizing samples and pricing negotiation
* Order administration including raising orders and tracking deliveries
* Maintain effective relationships and provide high level customer service ethic
* Provide inbound sales support and assist in phone handling and stock take.
* Sales analysis and stock control
* Organize promotional programs including materials for marketing requirements
* Developed and designed marketing programs to reduce inventory level and to promote new product range
* Developed excellent relationships with vendors over the years that contributed to the success of the company
* Strengthened customer relationship by meeting service level agreements consistently
* Receive, analyze and process requests for purchases of items, supplies and human resources
* Evaluate all purchases and ensure that budgetary allocation is in place
* Assess potential suppliers and their products for quality and cost-effectiveness
* Approve or disapprove requests and appropriately provide alternative solutions

**Company - AL HABTOOR- SPECON L.L.C. (Dubai- u.a.e)**

**position – ADMIN / DOCUMENT CONTROLLER**

**Duration - AUGUST 2007- 2011**

**pROJECTS HANDLEd**

* Doha City Centre Expansion Project Phase 3 in Doha, Qatar
* Emerald Palace in Palm Jumeira, Dubai, U.A.E – Hotel, Apartments & 20 villas
* RTS-Villa in Emirates Hills Dubai, U.A.E
* 7 Residential Tower in Al-Mamsar and Al-Nada Dubai U.A.E

**DUTIES AND RESPONSIBILITIES**

* Working Practices. Prepare, edit and type correspondence, memos, reports and other related documents regarding on the project.
* Receive and distribute incoming letters and other materials internally.
* Ensure that all filing documents such as letter, memos, enquires submittals, inspection request, daily reports, drawing and other papers related to the project were maintained properly.
* Organize copying of drawings and documents as necessary for outgoing distribution to contractors.
* Maintaining project document control process ( i.e. tracking and reporting on project document status)
* Prepare letters, memos, reports, and minutes of meeting, manuals and presentation materials.
* Provide supports to the project by ensuring the latest maintained documentation is available and updates are issued in timely manner.
* Developing and implementing standard.
* Meet and Greet clients and visitors.
* Arranging transportation for staff and tradesman.
* Handling petty cash expenses.
* Schedule interview for Applicants
* Responded and addressed business calls and appointments
* Preparing Time Sheets.
* Arranging Manpower from Supply
* Arranging accommodation for staff and tradesman.
* Maintain hard copy and electronic filing system.
* Coordinate and maintain records for staff office space, phones, parking and office keys.
* Setup and coordinate meeting and conferences.
* Maintain and distribute staff weekly schedules.
* Support staff in assigned project based work.
* Provide office orientation for new employees.
* Other duties as assigned.

**Company - PEPSI co, India Holding PVT LTD, palakad, kerala.**

**position - Supervisor**

**duration - 3 years**

**DUTIES AND RESPONSIBILITIES**

* In charged with the overall supervisory jobs in Shipping department, Stores, QA/QC and Production.
* Arranging Man Power for Shift Wise.
* Preparing Time Sheets.
* Arranging Transportation.
* Ensured proper storage of stocks and products.
* Prepared necessary reports.

**company - PEPSI co, INDIA Holding PVT LTD, Angamally, KERALA.**

**position - hr assistant**

**duration - 1 year**

**DUTIES AND RESPONSIBILITIES**

* Arranging CV’s and schedule interview for applicants.
* Preparing offer letters and appointment orders.
* Tracking the Time Sheet and Payments of Subcontractors.
* Preparing Time Sheets.
* Arranging Manpower from Supply.
* Responded and addressed business calls and appointments.
* Prepare Letters, Memos and Reports.
* Other duties as assigned.

**educational qualification**

Diploma in Mechanics (Institute of IPT & GPT)

Plus –Two

**PERSONAL DETAILS**

Marital Status : Married

Date of Birth : 16-09-1983

Religion : Hindu/Nair

Nationality : Indian

Driving License : Valid Indian / International Driving License

Languages Spoken : English, Hindi, Malayalam & Tamil

Permanent Address: Kondayil House, Chuduvalathur, Shoranur-1

 Palakkad (Dist) Kerala, India

Computer literature : Microsoft Office (Word, Excel, Power Point) Microsoft Outlook, Peach Tree, Internet Skills.

Interest : Reading informative materials, listening

 Music, Travelling.

I hereby declare that the above stated information is up to date and true to the best of my knowledge and belief.

 **VIPIN MENON K**

 **9747008685**