



Vijay Menon

Contact

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Skills

Planning and execution

Order management system knowledge

Long-term business planning and execution

Manufacturing and Telecommunication Industry experience

Project handling and coordination

Customer Focused

Languages

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Work History

2012-03 -
Current

Senior Order Execution Officer -Supply Chain

Dubai Cable Company (DUCAB), Dubai

- Effectively process customer copper booking, sales order, returns, and expedited order fulfillment in SAP to improve level of customer service.
- Executed shipping of orders to all countries accurately based on specific country / customs requirements.
- Performed all transactions in system required for outbound shipments.
- Perform all billing functions in system by designated deadlines and schedules as per contract terms.
- Worked well in team setting, providing support and guidance.
- Cultivated interpersonal skills by building positive relationships with others.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Proved successful working within tight deadlines and fast-paced environment.
- Demonstrated leadership skills in managing projects from concept to completion.
- Managed service side of customer relationships including escalation, implementation, and timely execution of orders.
- Directly contributes to 20% increase in overall company growth.

English

Hindi

Malayalam

2009-12 -
2012-03

Commercial Project Coordinator

Hayat Communications, Dubai

- Coordinated project activities with vendors and suppliers and maintained relationships.
- Maintained daily basis DPR & Online project Tracking, invoice all documentation work related to Project weekly and monthly meetings with customer regarding Project related issues.
- Managed resource estimates, project timeline, project milestones, task dependencies and critical path.
- Negotiated terms and conditions for customer contracts.
- Reported regularly to managers on project budget, progress and technical problems.
- Managed time efficiently in order to complete all tasks within deadlines.
- Good communication and documentation skills.
- Able to manage own workload and to work independently.
- Managed revenue stream of \$10 Million dollars annually.

2008-09 -
2009-12

Project Engineer/Coordinator

Telecom Network Solution, NOIDA

- Determined and scheduled priorities as required to progress engineering work.
- Monitored installation of materials and equipment for compliance with drawings and specifications.
- Provided technical direction of system development methodologies to improve technical performance.
- Delivered regular compliance reports to drive process improvement and corrective measures.
- Managed team of 5 Engineers and technicians as Site In- charge and managing team movement.
- Key Project Executed; Title: Installation & Commissioning, Alarm Handling of Microwave sites for Huawei.
- Formulated and implemented unique strategy by splitting teams to complete assigned work in time.

2007-01 -
2008-06

Sales Engineer

Clipsal Middle East, Sharjah

- Promoting & Selling Electrical & Data communication Products to Dealers, Distributors & Contractors
- Provided sales forecasts for product sales opportunities within assigned accounts.
- Captured opportunities for additional sales during project implementation and rollout with existing accounts.
- Identified and supported resale opportunities to achieve sales plans.
- Managed over 50 customer calls per day.
- Directly contributes to 10% sales in overall company growth.
- Attended trade shows and seminars to promote products and network with industry contacts.

Education

2004-06 -
2006-06

Bachelor of Science: Electronics and Telecommunications Engineering

Dnyaneshwar Vidyapeeth - Mumbai, India

2000-06 -
2003-06

Diploma: Electronics & Video Engineering

Maharashtra State Board of Technical Education - Mumbai, India