

SUMMARY

Multifaceted and goal-oriented professional with around 7 years of valuable experience in Administration, HR, Procurement, events coordination, and key business functions including operations management, Purchase and client relations. Highly motivated, dependable, and demonstrates professionalism in handling various organizational functions and office management strategies critical to organizational success with proven ability to balance multiple responsibilities, consistently delivering results on time.

- Multitasking credentials with excellent planning, execution, problem solving and troubleshooting skills, as well as the ability to handle multiple tasks in high-pressure environments and under tight deadlines.
- Experienced in working with geographically dispersed teams; managing manpower resource planning, recruitment & selection, induction, performance appraisal and training & development.



NAVEEN S NAIR

PROFESSIONAL EXPERIENCE

AYOKI FABRICATION PVT LTD

Rwanda, East Africa

ADMINISTRATION HEAD | Mar 2019 – May 2020

- Spearheading entire administrative functions inclusive of vendors empanelling, operations & maintenance, asset management & preventive maintenance.
- Performing activities like selection & staffing, discipline, welfare and all multifarious development programmes, ensuring proper implementation of rules and regulations.
- Designing and implementing various processes to effectively assist employee issues and facilitate functional inter-departmental meetings.
- Handled Purchase related processes, like raising Purchase request, Purchase order, and other documentation.
- Recruited and maintained suppliers that provide high quality products and services at a better price while maintaining the highest code of ethics and conduct.
- Maintaining a flawless communication with the employees, ensure timely resolution of employee grievances and harmonious working environment at all levels
- Manage employee records and other pertinent documents like offer/contracts of employment, promotion/salary increment letters, salary/service certificates disciplinary actions file, etc
- Support the Management in the implementation of health, safety and security policies, strategies and mechanisms which meet legislative and other best practice requirements and which provide a welcoming and safe environment in all company premises

NATIONAL PAINTS , DOHA, QATAR

Administration Head – Inventory Department | Jan 2017 – Oct 2018

- Managed the Warehouse and employees; provide excellent support and service to all suppliers. Worked with all functional disciplines and organizational levels to decrease operational budget for labour, equipment and supplies to ensure we reach company goals.
- Developed and implemented an overall distribution, warehousing, and supply chain strategy at the location, such as supply chain metrics, resource allocation, efficiency and safety programs, budget development, and process improvement projects.
- Invoicing, Accounting, Store Management, Checking and passing of Bills, Liaising with Government Departments, Office Administration etc.
- Providing routing information and issuing shipping instructions to ensure deliveries arrive on time and to their correct location.
- Establish safety procedures and protocols for safety of warehouse infrastructure and content.

KEY SKILLS

- Inventory Management
- Vendor Management
- Resource Management
- Sourcing/Procurement
- Warehousing & Distribution
- People Management
- HR & Administration
- Facility Management
- Documentation & Reports

SCHOLASTIC

- Master of Business Administration (MBA) – Financial Management from Bharathiar University
- Bachelor of Commerce – (B.Com) from Calicut University
- International Professional Accountant (IPA)
- Technical Knowhow – Tally, Peachtree, Quickbooks, MS Office

PERSONAL DETAILS

Date of Birth	: 08 – 09 – 1992
Nationality	: Indian
Passport No	: L4888645
Marital Status	: Married
Languages Known	: English, French, Hindi & Malayalam

AYOKI FABRICATION PVT LTD

Benin, West Africa

ADMINISTRATION OFFICER | Sep 2015 – Aug 2016

- Deputed as Admin Officer at the Cement Grinding Project of HIEDELBERG CEMENT Group in Benin, West Africa
- Managing Inventory of office supplies and the purchasing of new material with attention to budgetary constraints
- Maintaining communication between the management and employees by preparing daily, weekly and month-end reports regarding operations and productivity.
- Assist in commercial study and tenders evaluations for suppliers' offers to select the appropriate bidder and negotiate with suppliers, if needed, to get the most appropriate prices & conditions.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Calculate costs of orders, and charge or forward invoices to appropriate accounts department.
- Managing Files; use discretion and maintain confidentiality in handling sensitive information.
- Managed all supplier contracts and assist to administer best pricing strategies for all purchase materials and suppliers and analyze all new issues in materials and manage inventory levels for all products

HI LITE BUILDERS

Calicut, Kerala

ADMIN EXECUTIVE | Apr 2013 – Aug

- Work with entry level employees to management, as well as liaise directly with clients and suppliers 2015
- Performs specialized administrative tasks; including research, review and preparation for meetings and responses to inquiries and the overseeing of administrative works
- Day to day management of Office equipment services (copiers, shredders, toner, paper, stationary)
- Generate reports for Senior Management on the performance of the administrative section of the organization including HR and systems reporting
- Review weekly market intelligence reports and sales reports from the regional representatives. Ensure there are set priorities for the month and that there is progress on the same.
- Reviews correspondence and contract documents for accuracy and conformity to policies and procedures and signing authorities

INITIAL COMMITMENT

Worked as Accounts Assistant with DHANLAKSHMI BANK during 2010 Dec – 2012 May

DECLARATION

I hereby declare that all the information furnished in this document is true to my knowledge and belief

NAVEEN S NAIR