

Vipin. N. P

Email: npvipin@gmail.com
Tel: +973 39191035



Career Objective

A hardworking, pro-active supply chain officer with an upbeat and positive attitude, who is looking for an opportunity to make a big difference in a business, that is moving forward. Possessing a track record of achievements and a proven ability to manage the vendor / supplier base to reduce lead time and cost where ever possible. Over 13 years of experience in supply chain/logistics, commercial, inventory. Possess excellent communication, interpersonal, negotiating, team management, and organizational skills. Results driven and able to use initiative to develop effective solutions to supply chain problems, whilst having an active and dynamic approach to work and getting things done efficiently.

Looking for a suitable managerial position with an exciting and ambitious company that offers genuine room for progression.

Professional Experience / Accomplishments

Al Mannai International Trading W.L.L. - Bahrain

Feb 2007 - Present

Position Holding: Senior Supply Chain Officer

Senior Supply Chain Officer for high profile trading company which deals with Medical supplies, Industrial lubricants and Oil field chemicals. Managed the logistical processing includes coordination with suppliers, vendors, sales staff, customer service representatives, billing representatives, warehouse and shippers.

Collaborated with and supported purchase & sales department in procuring and supplies throughout the worldwide. Assured proper authorization for all shipments; oversaw tracking and monitored cross border transportation activities. Also handled an average 100TEUs monthly. To make logistic activities smooth, working closely with vehicle maintenance department & registration by passing information timely.

Duties:

- Coordinates imports, exports and local supply.
- Managed local supplies which mainly include medical supplies to government institutions like MOH, MOI, KHUH etc. Also carried out all supply chain activities regarding SGH supplies from manufacturer to MOH.
- Responsible for maintaining a record of all import & export.
- Coordinated all documentation for overseas shipments, including legalization of documents.
- Reviewed all orders of customer, track shipment of orders and timely delivery, coordinate shipments from warehouse to customer, manage documentation.
- Arranges transportation and forwarding services for all orders to ensure material is delivered as per schedule.
- Organizing various kinds of logistics related information and regular follow up with the shipping companies
- Responsible for all customs import duty, including certification and verification, and compliance with governmental agencies.
- Liaises with custom brokers for updated reporting procedures and valuations.

- Reviews freight rates: air, courier, and land.
- Maintained vehicle specifications and oversaw fleet operations.
- Made cost-effective vehicle vendor recommendations.
- Evaluated repairs to ensure quality and safety.
- Tracked fleet movements and made efficiency recommendations.
- Documented fleet repair history and determined when replacements were necessary.
- Prepared financial and fleet maintenance reports.
- Scheduled preventative fleet maintenance.
- Evaluated drivers and performed background checks.
- Ensured that all safety regulations were fully implemented.
- Evaluated fleet inspection reports.
- Addressed immediate maintenance needs.
- Prioritized assignments and made adjustments when required.
- Ensured prompt completion of project assignments.

Reference

Mr. Abdul Razak Mohammed Syath
 Financial Controller & HR
 Mobile # +973 39618150, Office Tel # +973 17702878
 Email: mitc@batelco.com.bh

Com Tech Co W.L.L. - Bahrain

Nov 2003 - Jan 2007

Position Held: Retail Outlet Manager

Responsible for all aspects of sales, development, integration, project management and implementation.

Duties:

- Handled the tasks of providing executive -level administrative support to the concerned executive managers.
- Responsible for performing administrative tasks like compiling and analyzing data and conducting market research.
- Prepared management reports and maintained proper records of files.
- Responsible for maintaining good rapport with the officers and staff.
- Responsible for arranging and attending meetings with executive officers.
- Responsible for arranging training sessions for the employees.
- Prepared innovative strategies and plans to achieve the target as well as the goals of the organization.

Reference

Mr. Binesh
 General Manager
 Mobile # +973 39876839, Office Tel # +973 17214484
 Email: binesh@comtechme.bh

GRASIM Industries Ltd, Mavoor, India

May 2000 - Jan 2001

Position Held: Instrumentation Technician

Involved in interfacing of the central Distributive Control System (DCS) to extract real time data from sensors situated on multiple production lines and loaded into a Central Reporting Database for Reporting and Monitoring.

Hardware - Pressure transducers, temperature transducers, flow meters, Electrostatic Precipitators etc.

Academic Credentials

Post Diploma in Small Business Management

June 2002-December 2002

National Institute of Technology Calicut (NIT Calicut), Formerly Regional Engineering College, Calicut (REC Calicut)

Advance Diploma in Software & System for Process Automation

Dec 2001 - May 2002

Centre for Electronics Design and Technology of India, Calicut

Certificate course in System for Process Automation

Oct 2001 - Nov 2001

Centre for Electronics Design and Technology of India, Calicut

Diploma in Electronics & Instrumentation Engineering

1997-2000

Government Polytechnic Mattanur, State Board of Technical Education, Kerala.

Secondary School Leaving Certificate (SSLC)

1996 - 1997

Department of General Education, Kerala State

Technology Summary

Technical Tools	:	Tailor made software, Lab View
Operating system	:	Windows
Software Packages	:	MS-Office (Word, Excel, PowerPoint)

Personal Dossier

Date of Birth	:	24-04-1982
Nationality	:	Indian
Passport Number	:	J5525679
Validity	:	15-06-2011 to 14-06-2021
Place of Issue	:	Kozhikode
Languages known	:	English, Hindi, Malayalam
Sex	:	Male
Marital Status	:	Married
Driving License	:	Bahrain & Indian
Address (Bahrain)	:	Flat No 14, Entrance No 503, Road No 5511) Budaiya 0555, Northern Governorate, Bahrain P.O. BOX 15189 (Adliya)
Address (India)	:	Nelliyulla Parambath House Kokkanjath Road, Meppayil Vadakara, Kozhikode, Kerala 673104

DECLARATION

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

Budaiya,

Vipin. N. P