



VISHNU B CHANDRAN

Assistant Operations Manager

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Dedicated professional with proven performance in Fleet management, leadership, and communication. Detail-oriented in problem-solving and planning.

Highly organized and detail-oriented manager with years of experience in the logistics and transportation industry. Demonstrated success in leading teams to achieve organizational objectives, developing and implementing innovative strategies to reduce costs and improve efficiency. Proven ability to analyze transportation needs, devise efficient route plans, and ensure compliance with safety and environmental regulations.

Skills

- Fleet Management
- Logistics Management
- Strategic Planning
- Third-Party Logistics
- Staff Training

Experience

Admin/Assistant Operations Manager

ROAD CARRIER FOOD DELIVERY SERVICES WLL, Manama

December 2018 - Present

- Developed a talented team, participating in hiring, coaching, and performance management processes.
- Managed the operations of a large team, overseeing daily activities and long-term projects.
- Provided employees with guidance in handling difficult problems or resolving escalated complaints or disputes.
- Utilized problem-solving skills to anticipate potential risks or obstacles within the organization.
- Ensured effective communication among staff members by providing training when necessary.
- Oversaw maintenance of facilities, equipment, vehicles, and machinery used in operations.
- Implemented cost-saving initiatives to reduce overhead costs.
- Established and monitored KPIs to optimize company performance.
- Monitoring and following up on the staff's daily performance by checking their KPIs

Admin/Operations Assistant

SAUD BAHWAN GROUP, Muscat

July 2017 - July 2018

- Provided administrative support to leadership to facilitate operations.
- Created spreadsheets using Microsoft Excel to track daily operations tasks.
- Assisted leadership with maintaining and coordinating calendars, travel, and company events.
- Prepared and submitted reports to management on operational status.
- Developed and maintained efficient filing systems to organize paperwork and documents.
- Participated in planning and implementation of strategic initiatives to achieve business goals.
- Maintained office database and filing system.
- Assisted in development and implementation of operational procedures and workflows.

- Responded to inquiries and requests from internal and external stakeholders in timely and professional manner.
- Provided logistical support for meetings, events, and projects by arranging venues, materials, and equipment.
- Instructed new employees regarding company policies and job duties.

Administrative Assistant

COLLABERA TECHNOLOGIES PRIVATE LIMITED, Bangalore

January 2015 - February 2017

- Maintained files and filing, keeping sensitive information confidential.
- Answered phone calls, directed inquiries to appropriate personnel, responded to customer requests in a timely manner.
- Provided administrative support to management staff, including scheduling meetings and appointments, preparing agendas, taking minutes, and maintaining records.
- Assisted in the preparation of presentations using Microsoft Office Suite applications such as Word, Excel, PowerPoint.
- Monitored daily operations in order to ensure efficient workflow processes were being followed.
- Maintained calendars and schedules to set appointments for the management team.
- Processed incoming mail and distributed to relevant departments or individuals.
- Resolved issues, escalating major conflicts and concerns to appropriate personnel.
- Prepared documents for meetings including agendas, handouts, and other materials.

Education

Master of Business Administration (M.B.A.) in HR and Marketing

Bangalore University, Bangalore, India

October 2014

Bachelor of Business Administration in Business Administration

Srinivasan College of Arts and Science, Trichy, India

December 2011

Languages

- **English**
Fluent
- **Hindi**
Fluent