# VIJEEV. K.VARGHESE

**Manama**

**Kingdom of Bahrain**

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## SUMMARY OF QUALIFICATIONS

A reliable, diligent and hard working individual having **Master’s Degree in** **Business Administration** with excellent experiences encompassing **Procurement, Planning Logistics, Commercial,** **Supply Chain Management, Import, Export, Foreign** **Trade, Administration, Banking and Insurance**. Possesses excellent communication, interpersonal, leadership and managerial skills.

Ability to excel in a fast paced environment, work productively unsupervised, interacts supportively within a team, develop excellent relations with coworkers and customers, grasp and apply new procedures quickly and adapt readily to new challenges.

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### QUALIFICATIONS

1. **Master’s Degree in Business Administration** from Madras University, India- 1997
2. **Bachelor’s Degree in Economics** from Calicut University, Kerala India– 1994
3. **Attended numerous of in house and external workshop/courses related to Import/Export, Foreign Trade, Insurance, and ISO**
4. **Teaching management students around 6 Years as full time and part time**
5. **Have hands on experience in computers**

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**Projects done**

1. BPL. India Limited for 3 months (Topic – A study of market potential for paging services)
2. Eddy current Controls India Ltd for 1 month (Topic - Dealers attitudes towards Various types /Brands of Batteries)

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**WORK EXPERIENCE**

**Currently Working as a Commercial & Logistics Manger** with **M/s. Energy Light Electrical Est , Kingdom of Bahrain,** A Leading Electrical Wholesale and project supplier and contractor

**May 2012 to August 2017**

**Worked as a Procurement, Logistics Import, Export , Supply Chain Management Consultant** with **M/s. ABC Consultants W.L.L , Kingdom of Bahrain,** A Business Consulting company providing advices on all business and management related activities.

**December 2005 to May 2012**

**Worked as Purchase Manager** with **(Divisions of Haji Hassan Group)M/s. Bahrain Pipes , Bahrain Tank & Krah Bahrain, Kingdom of Bahrain,** A multi million most modern manufacturing company engaged in the **manufacturing of different types of Pipes, Fittings, Water Tanks etc**

**My duties involved:**

* Develop and implement Commercial and Purchasing strategy to provide a continues Supply , whilst optimising inventory
* Proactively improve commercial processes, supplier selection and development to support above.
* Oversee the preparation of tenders, analysis of bids and the award of contracts.
* Manage Supplier performance and create action plans to address those that underperform.
* Continuously review and communicate its role to other departments in the company.
* Provide information to Manufacturing dept regarding availability of material and expedite where necessary.
* Create and maintain procedures that are consistent with the company s ISO 9001 quality standard.
* Liaison with Planning, production, sales and Finance Depts**.**
* Liaison with Banks for establishing of import L/C and scrutinizing the Export and Import L/Cs before submitting to Bank
* Monitor Export & Import Formalities including Documentation and Customs clearance and Airfreight & Sea Freight procedures
* Meeting with Foreign and Domestic suppliers.
* Ensure that all Purchasing transactions are conducted ethically
* Manage the dept Staff

**February 2001 to November 2005**

**Worked as Commercial Manger** with **M/s. MTC. AluPack. W.L.L, Kingdom of Bahrain**

An export oriented manufacturing a company engaged in the **manufacturing of Aluminum Containers, Foil and Cling Film,**

**My duties involved:**

* Monitoring and reporting of all activities related to Export and Import Division.
* Tapping potential customers and suppliers.
* Maintaining relationship with existing customers and suppliers
* Dealing with Customer complaints.
* Preparing plans for sales promotions and related activities.
* Handling Logistics and Marine insurance.
* Purchasing and Procuring of raw materials and other consumables for manufacturing based on purchase and supplies.
* Liaison with Planning, production, sales and Finance Depts**.**
* Coordination of Sales and purchasing depts.
* Liaison with Banks for establishing of import L/C and scrutinizing the Export and Import L/Cs before submitting to Bank
* Export & Import Formalities including Documentation and Customs clearance and Airfreight & Sea Freight procedures
* All shipping, import formalities and customs clearance.
* Negotiate with Foreign and Domestic Buyers.
* Book orders.

**May 1999 – February 2001**

Worked as Head of the department & Lecturer with **M/s. Global Institute for Management Science**., Bahrain.

**My duties involved:**

* + - * 1. Teaching Management Professional Courses
        2. Consult with the Corporate Training managers regarding training Programmes
        3. Allocation and utilization of Budgets meant for promotions
        4. Preparing of new courses and Launching of business plans

**June 1997 – April 1999**

Worked as an **Office Administrator in Prayukthi Power India Ltd., Cochin**, **India** a Private Limited Company engaged in contracting and Manufacturing of Electromechanical Components like **Relays**, **Switches**.

**General Services Dept. Functions are as follows:**

**Logistics, Import, Export,** Liaison with Government organizations like **Customs**, Central Excise, Office of Director General of Foreign Trade, Banks, Insurance, Non-government organizations, Export Promotion Council etc. Maintaining statutory records related to Production & Sales, Shipping, and other day-to-day administrative works.

**My duties involved:**

* + - * 1. **Entire Shipping & Cargo formalities**, **Export and Import Documentation** and **Clearance**, **Transport and Logistics**, **Ocean and Airfreight** procedures including B/L, AWB and Delivery Orders
        2. **Liaison with Customs**, **Clearing & Forwarding Agent**, **Shipping** **Lines/Agents**, **Couriers**, **Freight Forwarders**.
        3. **Appointing Logistics** and **Consolidation Agents** at competitive rates and coordinate with them most effectively for Inland Distribution within India and Export/Import around the world.
        4. **Effective usage of Incoterms** viz. CIF, C&F, FOB for the Logistics operations in the case of imports for the cost reduction exercise.
        5. **Liaison with Insurance Companies** regarding various policies and claims etc.
        6. **Sourcing of Materials** for production and trade thru various sources such as Catalogues, Magazines, Exhibitions, and Internet.
        7. **Procurement of products** approved by the Quality Control Dept and Materials Dept and coordinating with these depts. on case-to-case basis.
        8. **Liaison with Banks** for establishing of import L/C and scrutinizing the Export and Import L/Cs.
        9. **Coordination with the Production Planning** and Materials Departments for obtaining the inputs at the right time and on the basis of JIT (Just in Time) principle.
        10. **Coordinating with the Marketing Department** regarding Indigenous and Export Dispatches.
        11. Informing the management changes required or to be implemented in the case of imports/exports of goods related to duty structure and incentives based on the yearly government budget and foreign trade policy.

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**PERSONAL DETAILS**

Nationality Indian

Gender Male

Age & Date of Birth 47years, 21st May 1973

Marital Status Married

Driving Licence Valid in Bahrain

E-mail address [vijeevvarghese@gmail.com](mailto:vijeevvarghese@gmail.com)

References Will be provided on request.

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