



REMESH POTTANATTU VIJAYAN NAIR
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Carrier objectives:

To seek a challenging position as **MANAGEMENT PROFESSIONAL** in the areas of Supply chain management, Production Operations, Inventory / Material control / Procurement / Warehouse & Accounts, Process Management and Project Management in Engineering & Manufacturing, Electro-Mechanical & structural steel Construction Industries & Warehouse and Grocery Micro-fulfilment - PULSES Integration.

Personal Details:

Nationality	: Indian
Date of Birth	: 16 th November 1980
Marital Status	: Married
Passport No	: U 0074080
Place of Issue	: Malaysia, Kuala Lumpur
Date of Issue	: 02 nd July 2020
Date of Expiry	: 01 st July 2030
Languages Known	: English, Hindi, Malayalam, Tamil, Arabic.

EDUCATIONAL CREDENTIALS

Professional	: (i) DEGREE IN BACHELOR OF COMMERCE (B.Com) From University of Calicut – India. (ii) DIPLOMA IN INVENTORY MANAGEMENT
Academic	: SECONDARY SCHOOL LEAVING CERTIFICATE From Deepthi High School, Board of Public Examinations, Govt. of Kerala – India.
Software Skills	: (i) Tally (ERP 9) (ii) Financial Accounting (iii) Professional Accounting (iv) Post Graduate Diploma In Computer Applications (P.G.D.C.A) (v) Diploma In Computer Application (D.C.A) (vi) M.S. Office

I have sound knowledge in Supply Chain Management, Stock / Inventory Control Management ,Tally, ERP & SAP System, Payroll Management.

Experience Profile:

Offering 17+ years of prolific experience in making significant contribution to raise overall productivity

Experience in Civil and Electro-Mechanical & structural steel Construction Companies, Transmission line Tower, Tower Manufacturing and structural steel galvanizing Industry Specialized in **Production (Production Control, Supply chain management, Inventory & Material control, Procurement, Tower fabrication & Hardware Fittings, Accounts & Financial management, Inventory & warehouse management in grocery & pulses warehouse).**

PROFESSIONAL EXPERIENCE

High rich Online Shoppe Pvt.Ltd. India-Kerala.

Position: Inventory & Operations Manager.

Period : Feb.2021 Present.

High Rich is dynamic e-commerce website that provides an array of genuine and quality products,ranging from grocery to fashion to electronics and everything in between, at the lowest possible rate. The choice of brands is a combination of all brands available online and offline.

- Coordinate Procurement, incoming and outgoing stock, deliveries and logistics.
- Oversees team of Inventory / Warehouse & Logistics employees.
- Monitor stock levels and carry out periodic stock takes.
- Evaluates deliveries, shipments and product levels to improve inventory control procedures.
- Supervise up to 120 staff members, including preparing weekly rosters and leading staff evaluations.
- Interview prospective employees and train new staff members.
- Record all stock movement and deliveries in database and prepare regular reports.
- Inventory Reconciliations and MIS Reports.
- Reduction in Damages & Expiries.
- Overall control of Distribution Centre's Inventories.
- Ensuring stock checks (weekly & monthly).
- Preparation of daily, weekly and monthly management reports.
- Preparation of presentations to provide information to different levels of management teams and external people.
- Warehouse & Store Audits.
- Shrinkage, Dump, Damages & Expiries control / reporting.
- Proposes strategies to reduce costs and improve procedures of supply chain logistics.
- Location wise asset ownership – recording, reconciliation, Periodic verification.
- Trained and mentored new Inventory staff / other related Supervisors in tasks including receipting, restocking, documentation etc.

IAC ELECTRICALS (M) SDN. BHD. - MALAYSIA

Position : Production & Inventory Control Manager.

Period : October 2012 To February 2021.

IAC Electricals is mainly engaged in Manufacturing and supplying Transmission line Tower Parts and Hardware fittings, executing transmission line projects, capacity of plant is currently about 18,000 Metric Tons of Transmission Line Towers and about 1000km of Transmission Line Hardware per year. IAC Electricals working for TNB & exported towers and hardware fittings to countries such as Indonesia, Bangladesh, Sri Lanka, Vietnam and Australia.

Responsibilities:

- overseeing the production process, drawing up a production schedule.
- ensuring that the production is cost effective.
- making sure that products are produced on time and are of good quality.
- working out the human and material resources needed.
- drafting a timescale for the job.
- estimating costs and setting the quality standards.
- monitoring the production processes and adjusting schedules as needed.
- being responsible for the selection and maintenance of equipment.
- monitoring product standards and implementing quality-control programme.
- ensuring that health and safety guidelines are followed.
- supervising and motivating a team of workers.
- Planning and scheduling production activities and supervising the production process.
- Ensuring the effective management of production lines of an organization.
- Making sure the good quality production of products on time.
- Ensuring maintenance of cost effective and high-standard production.
- Estimating production costs and determining the high quality standards.
- Monitoring the production practices and setting the schedules as required.
- Working out the material and human resources as needed.
- Taking decision regarding the operating unit's layout, size and range of service or product to deliver and design and arrangement of work processes.
- Selecting and maintaining equipments, supervising product standards and enforcing quality-control programs.

- Working with managers effectively to execute the policies and goals of the organization.
- Keeping abreast of health and safety strategies.

Design, review and modify inventory and materials management processes, procedures and reports for the purpose of improving and/or maintaining inventory accuracy and optimizing overall FG and Materials stock holding.

- Maintain and manage all material details along with dates in the project management/tracking system.
- Ensure completion of store material list as per items and follow up on all warranty items in a timely manner.
- Maintain proper stock levels of materials (minimum, maximum, average, danger, reorder level).
- Tower parts & Hardware Fittings arranging & prepared the documents for TNB(Malaysia Electricity Board) inspection.
- Handling the Inventory management of raw materials, tower parts and hardware fittings as per the day to day production & Project requirements.
- Project procurement activities, including purchase of capital goods/equipment's, and construction materials etc.
- Documentation and record keeping (Purchase Order,GTN,GRN, RR,IDMR etc.).
- Drives continuous improvement in stockroom processing and replenishment procedures.
- Ensures material storage practices and related equipment is in keeping with local, state, and OSHA regulations
- Ensures store team compliance with all store policies and procedures in addition to providing suggestions and ideas on ways to improve systems and processes.
- Monthly Inventory Management / listing reports preparations.
- Oversees cycle count program in coordination with Finance, Manufacturing, Supply Chain and Production Planning functions
- Develops cross functional alignment on strategic initiatives around Warehouse modeling, capacity and inventory practices with Supply Chain and Manufacturing
- Analyses daily product and supply levels to anticipate inventory problems and shortages.
- Reports on inventory levels, supply chain progress, procedural efficiency and personnel issues to upper management.
- Conducting in the quarterly, semi-annual and annual stock & inventory audit planning cycle.
- Maintaining accurate and complete physical inventory records.

Premier International Projects LLC, Al Khuwair, Muscat-Sultanate of Oman.

(PREMIER INTERNATIONAL PROJECTS LLC. (PIP) is one of the leading Civil and Electro-Mechanical & structural steel Construction Companies in Oman established in the year 1989. Capabilities include construction of Roads & Highways, Dams, River Training works, Hospitals, Showrooms, Warehouses, Factories, Industrial Facilities and Infrastructure Works. Later on two companies namely DUNES International Projects LLC. and Phoenix International Projects LLC. were added on the group.)

Position : Inventory control Manager.

Period : October 2008 To Feb. 2012.

- **Manage and ensure daily update of inventory, ensure inventory accuracy through periodical stock verification, minimize overstocks and removal of obsolete / redundant raw materials to maximize availability of working capital**
- **Visit store project sites to confirm construction progress and schedule store material activity according.**
- **Executes daily inventory analysis; identifies and resolves discrepancies and problems.**
- **Evaluates deliveries, shipments and product levels to improve inventory control procedures.**
- **Manage and oversee the movement, distribution and storage of materials of company.**
- **Coordinate Logistic activities. Ensure timely submission of shipping documents**
- **Plan, develop and implement warehouse storage procedure to ensure maximum utilization of available storage space.**
- **Stock products systematically for easy spotting and accessing by understanding the layout of the warehouse**
- **Entail meeting with department heads of Marketing, Sales, Manufacturing and Service about purchasing, production, maintenance and record control, so that stores activities remain coordinated and running smoothly.**
- **Oversee inventory and order additional products and supplies when needed.**
- **Direct the allocation of materials, supplies, and finished products & off cut materials.**
- **Ensuring adequate stock of raw materials for production of finished goods**
- **Conduct physical counts to control inventory levels and reconcile data with the storage system to ensure accuracy.**
- **Maintain warehouse staff by recruiting, selecting, orienting and training new employees before admitting them to the workforce.**

Company Name: Vaidyaratnam Ayurveda Foundation, Kerala, India.

Position: Accounts & Inventory Control in Charge.

Period : April 2001 to September 2008.

- **Manages an acceptable level of inventory in a cost-effective manner**
- **Communicates with customers, vendors, and company personnel in a positive and proactive manner.**
Monitors and follows up on product complaints.
- **Purchase raw materials on time with the lowest reasonable cost while maintaining desired quality.**
- **Manage annual physical inventory process.**
- **Monitoring and maintaining appropriate inventory levels in order to maximize stock availability and minimize inventory investments**
- **Own process for raw material inventory optimization / management and support achievement of overall location targets for total inventory value and turns.**
- **Documents financial transactions by entering account information.**
- **Reconciles financial discrepancies by collecting and analysing account information.**
- **Prepares payments by verifying documentation, and requesting disbursements.**
- **Administering payrolls and controlling income and expenditure.**
- **Prepares asset, liability, and capital account entries by compiling and analysing account information.**
- **Verify, allocate, post and reconcile transactions.**

I hear by declare that above provided information are true to my knowledge.

Date:01st December 2022.

REMESH.P.VIJAYAN NAIR.