



Manu Varghese

(World Record Holder, Writer, Speaker)

CONTACT

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SKILLS

- Supply chain management
- Schedule development
- Budget analysis
- Maintenance team collaboration
- Extracurricular activities planning
- Quality and environmental awareness and managing according to quality standards and procedures.
- Warehouse Logistics
- Staff Management
- Performance maximization
- Cost control and tracking
- Documentation
- Decision making and problem solving;
- Customs compliance
- Logical reasoning
- Shipping and receiving.

ADDITIONAL INFORMATION

- **Current Profile** - Academic Director
- **Working Experience** - Logistics In-charge - 13 years

LANGUAGES

English: Native language

Hindi: C2

PROFESSIONAL SUMMARY

I have 13 years UAE experience in Logistics activities & 3 years in Academic field. Relevant Knowledge about Logistics activities, Customs formalities and material handling etc .Certified professional in Logistics and supply chain from American Institute of Business Management.

Also I have a good track records in the field of education. Received World record for academic achievements in 2021.Honorary doctorate received from Alliance American University (2023).

WORK HISTORY

Academic Director 11/2020 - Current
Students Top Institute, Sharjah UAE

- Expert in implementing a class room that encourages students to meet or exceed standards; maintaining accurate, detailed records of students grades, achievements and behavior; developing unit lesson plans, class work and homework in alignment with curriculum; using technology and computer systems for daily class work.
- Deft in developing curriculum that holds interest and encourages high rates of participation; participating in extra-curricular activities including orientations, open house, school events, and workshops.
- Advanced teaching styles through staff mentoring for maximized student engagement.
- Managed teaching and learning development to better student attainment standards.
- Forged positive external relationships for improved community integration.
- Arranged cover during staff absence using reputable supply teachers.
- Supervised administrative work in office and set goals for staff.
- Kept institution financially sound by tracking expenses and maintaining detailed records.
- Recruited and hired qualified staff to build successful education team.

Senior Logistics Coordinator /In-charge 01/2008 - 10/2020
Nico International -Fujairah /Dubai - UAE

Master or proficient

Malayalam: C2

Master or proficient

Arabic: B1

Intermediate

AWARDS

- Honorary Doctorate from Alliance University, America
- Golden Book of World records , Education achievement - 2021
- World records of India , Education achievement - 2021
- India Book of records , Education achievement - 2021
- World Education Icon award - 2021
- Employee of the year -2018

ACHIEVEMENTS

During the Covid pandemic time successfully completed 70+ online courses from 28 international Universities and earned certificates. Appreciation awards received from Various Government bodies and Institutions for the achievement

PROFESSIONAL QUALIFICATION

Certified in Logistics & Supply chain Management from American Institute of Business & Management. [U.A.E attested]

- Facilitated smooth shipping processes, preparing dispatch export documentation to customs requirements.
- Placing the transportation requirements, following-up for material delivery, planning & managing overall logistics requirements. .
- Proven track record in implementing cost saving measures to achieve substantial reduction in terms of transport solutions and clearances and vendor base re-organization; an enterprising leader with dexterity in leading personnel towards accomplishment of common goals .
- In-depth knowledge of contracts, invoicing, and negotiation terms; superb communication, interpersonal, leadership and negotiation skills; a problem solver with a strong analytical mindset; excellent customer service skills
- Adept in building long-term relationships with vendors in the industry; managing technological systems that track shipment, inventory and supply of materials; leading transformational activities to build procurement organizational capabilities and improve procurement efficiency
- Liaised with customers to provide order updates and confirm delivery dates and requirements.
- Negotiate with Vendors regarding Tariff/ rent when hiring any Equipment or vehicle
- Regularly coordinate with all concerned division regarding the hiring period and the deployment of each vehicles and equipment on lease
- Transport arrangements for different divisions and other sites
- Coordinate with sub-contractors and arrange their immigration clearance, and exit formalities, when required
- Preparing purchase orders for hired equipment & vehicle and keep proper documentation.

Administrative Coordinator, cum-teacher

06/2004 - 09/2007

Santhinikethan College - Pathanamthitta

- Administered assessments to determine each student's specific educational and social needs.
- Planned and organized classrooms that consistently facilitated a positive learning experience.
- Met regularly with parents and guardians to discuss children's progress.
- Met regularly with parents and guardians to discuss children's progress.
- Preserved the confidentiality of student records and information at all times.
- Developed and implemented classroom routines to address varying student needs.
- Planned, implemented, monitored and assessed classroom instructional programme.

EDUCATION

Post Graduate Diploma: Computer Application, 04/2004
ER & DCI - Trivandrum

B.Sc Physics: Physics, 04/2000
Mahatma Gandhi University - India

PERSONEL PROFILE

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|----------------|---|------------------|
| Date of Birth | : | 6th October 1979 |
| Sex | : | Male |
| Nationality | : | Indian |
| Passport No | : | P 0062005 |
| Religion | : | Christian |
| Marital Status | : | Married |
| Visa Status | : | Resident |

DECLARATION

I hereby declare that the above-mentioned facts are genuine to the best of my knowledge and belief.

YOURS SINCERELY
Manu Varghese