

VIPIN.V.M
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WEST RIFFA
BAHRAIN



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A results driven, hardworking Sales, Business Development, General Trading & Procurement Professional (about 15 years in Middle East - Bahrain & Saudi Arabia). Proven ability to support multiple projects. Consistent track record of on-time and on-quality delivery. Well versed with QA functions & Marketing streams (5 Years in India) with a track record of significantly reducing costs and also improving a company's processes and purchasing programs. Having a proven ability to ensure that company enjoys a competitive edge when compared to their competitors by securing the best quality, price and terms from suppliers. Always delivering results against strategic objectives, whilst working within the organizations core values. Now looking for a new and challenging managerial position, one that will make best use of existing abilities and knowledge and also further my career and professional development.

Objective: - Obtain a Senior Management position in Sales, Trading, Procurement or Supply Chain to manage the department efficiently and effectively which will also help me to utilize my acquired skills and potential.

Career Summary

More than 15 years of Middle East experience in various facets of Sales, Trading and Procurement of materials & services from national and international markets. More than 5 years of Indian industrial experiences in QA (Automobile Industry) & Marketing Stream (Bulk Material Handling).

Education: Completed 3 year Diploma in **Mechanical Engineering** from Carmal Polytechnic College, Kerala **India** in April 2004.

Experiences:

A) AL NOSAIF CONTRACTING & EXCAVATION CO. BSC © - BAHRAIN

M/s. Al Nosaif Contracting & Excavation Co – over the last 6 decades (since 1963) has been working with a proven track record in the field of Earth works (Excavation, Backfilling, Reclamation) & supply of Quarry - Crusher materials, serving residential & commercial projects.

Designation : - Sales Manager

Duration : - August 2020 to till now.

Job responsibilities:

Managing & Overseeing the Sales of Quarry – Crusher Products & Contracting of Earth Works in Kingdom of Bahrain. Co-coordinating with Engineering and Quarry & Yard departments for ensuring the effective completion of PO's & Contracts within time, cost and scope.

- *Develop new Client Base.*
- *Review & Manage the existing clients*
- *Setting up meetings with Clients & listening to their needs & Concerns.*
- *Initiate & Facilitate Communication between Company & Client.*
- *Build & Promote long lasting relations by partnering with Clients & understand their needs.*
- *Identify emerging projects & market shifts while being fully aware of competition*
- *Prepare & Review the Proposals and do the communications with the Client*
- *Negotiate & Close PO's/ Agreements with Clients.*
- *Track and monitor the PO's & Contracts including the Payment*

B) JAMEEL ALESSA TRADING CO. WLL – BAHRAIN

M/s. Jameel Alessa Trading – is a professionally managed – Electrical & Lighting products – Wholesale & Distributors Company, has been started in 2016, is considered as one of the pioneering companies that specializes in importing electrical & lighting products used in residential and commercial buildings

Designation : - Manager – Sales

Duration : - February 2020 to August 2020.

Job responsibilities:

Managing & Overseeing the Sales & Marketing of company Products in Kingdom of Bahrain. Co-coordinating all the other concerned departments for ensuring the effective completion of LPO's within time, cost and scope.

- *Develop new Client Base – Bahrain.*
- *Setting up meetings with Clients & listening to their needs & Concerns.*
- *Initiate & Facilitate Communication between Company & Client.*
- *Build & Promote long lasting relations by partnering with Clients & understand their needs.*
- *Identify emerging projects & market shifts while being fully aware of competition*
- *Prepare & Review the Proposals and do the communications with the Client*
- *Negotiate & Close LPO's with Clients.*
- *Track and monitor the LPO's including the Payment*

C) WELFLOW GULF TRADING WLL – BAHRAIN

M/s. Wellflow Gulf Trading – is a professionally managed - Personal Protective Products, Hardware, Building Materials, Welding Accessories and Consumables, Lifting accessories, Solar products, Scaffolding & Industrial Consumables – Manufacturing & Distributors Company. Have Sales branches in Saudi Arabia (PATCO Dammam, PATCO Jubail & PATCO Yanbu) & Kuwait (PATCO Kuwait).

Designation : - Manager – Project Sales

Duration : - October 2018 to February 2020.

Job responsibilities:

Sales & Marketing of Products which falls into Company's scope. Co-coordinating all the other concerned departments for ensuring the effective completion of LPO's within time, cost and scope.

- *Develop new Client Base – Bahrain & Saudi Arabia.*
- *Setting up meetings with potential Clients & listening to their needs & Concerns.*
- *Initiate & Facilitate Communication between Company & Client.*
- *Build & Promote long lasting relations by partnering with Clients & understand their needs.*
- *Identify emerging projects & market shifts while being fully aware of competition*
- *Prepare & Review the Proposals and do the communications with the Client*
- *Negotiate & Close LPO's/ Agreements with Clients.*
- *Track and monitor the LPO's including the Payment.*

D) M/s ALTC Est – SAUDI ARABIA

M/s. Advanced Logistics Trading and Contracting Est (ALTC), is being operated by Al Khobar and Jeddah Offices, having expertise in different aspects of projects with an eye to play as a Total Service Provider. Have vast experience in Industrial Selling, particularly in Oil and Gas , Civil Construction, Water, Aluminum, IT, Telecommunication Sector.

Designation : - Manager – Project Support Services

Duration : - December 2015 to October 2018.

Job responsibilities:

Overseeing the Trading & Procurement activities and coordinating all the other concerned departments for the smooth & effective completion of the projects. Co-ordinate Project Crew, Procurement & Logistic Depts for ensuring the project deliverables achieved within time, cost and scope.

- *Develop new Client Base.*
- *Initiate & Facilitate Communication between Company & Client.*
- *Prepare & Review the Proposals and do the communications with the Client including Negotiations.*
- *Track and monitor the Project execution.*
- *Ensures that inquiries are issued on time to the selected vendors/contractors.*
- *Reviews, before issue by Procurement, the completeness of the inquiry/purchase order package*
- *Evaluates the commercial parts of the vendors' bids (reliability, pricing, delivery terms, payment and delivery conditions); and has the technical parts evaluated by the specialist.*
- *Controls the commercial aspects of all project purchase orders until delivery on site of all contracts for construction.*
- *Manage vendor relationships including negotiating and controlling contracts.*

E) M/s CITY ZONE CONTRACTING – BAHRAIN

M/S City Zone Contracting is a contracting company, who has over 3 decades of Experience in Middle East to their credit in General Construction, MEP Services, Sports Facility Construction, Landscaping, Offshore works, Beautification Projects, Facility Management, Trading, Fabrication and Erection etc.

Designation : - Manager - Procurement

Duration : - June 2013 to April 2014

Job responsibilities:

Responsible for working closely with the selected suppliers and managing the company's project & procurement activities. Also providing leadership for the staffs to achieve maximum performance and efficiency. Making sure that the department works within the companies Operational Procedures.

- *Responsible for tendering processes and administration of medium and complex PO's / Contracts in accordance with policies, procedures and specified PO requirements.*
- *Ensure that tender documents are reviewed and complete including terms & conditions, SOW, Instruction to bidders. Follow up with all bidders pre bid inquiries.*
- *Development & Issue of PO / Contract documents with full compliance to the Groups objective, strategies and minimal risk exposure to the Company.*
- *Develop, compile, reconcile, and/ or update information in vendor and stock databases to provide effective processing, information management and reporting.*
- *Co-ordinate the overall operation of Company procurement function to ensure goods, works and services are provided at the most competitive rates*
- *Coordinates staff and ensures all activities in the department run as scheduled.*
- *Handle on-going issues related to Import & Export (Customs Clearance).*

F) M/s ANSALDO ENERGIA SpA. SERVICE DIVISION – JEDDAH. SAUDI ARABIA

M/S Ansaldo Energia is Italy's leading producer of thermo electric power plants, operating on international markets for customers ranging from Public Administration to independent power producers and Industrial clients

Designation : - Engineer – Procurement & Logistics

Duration : - February 2009 to February 2013

Job responsibilities:

Control, Co -Ordinate & Monitor all the Procurement & Logistics operations in Saudi Arabia

- *Summarize the PRs from sites*
- *Float the RFQ and evaluate the Offers.*
- *Negotiate with Suppliers.*
- *Contract Finalization and Issuance of Purchase Orders (POs) timely and obtain PO acknowledgements from Suppliers*

- *Manage relationships between company and suppliers, with highest ethics.*
- *Identify and qualify new suppliers.*
- *Assess supplier capabilities and make recommendations on supplier acceptability.*
- *Liaise with suppliers on delivery schedule to ensure on-time deliveries of final product*
- *Core Team Member of Program Management.*
- *Control and Monitor the Import and Export Activities including Customs Clearances.*
- *Manage, update and Coordinate the abroad procurement & logistics activities for Saudi Arabia Service – Division.*

G) M/s RELIABLE AUTO TECH PVT LTD. NASHIK - INDIA

M/s Reliable Autotech is TS 16949 - 2002 certified company and doing 40% of its business through exporting. It is having M&M, Tata Motors, John Deere - USA, Trelleborg –Peru, Trelleborg – Spain, Trelleborg – UK & Fisher - USA on its client list.

Designation : - Officer – QA

Duration : - October 2006 to August 2008

Job responsibilities:

- *Owner of the Customer Care Cell – Export section*
- *Responsible for updating the TS documents*
- *Responsible for doing the internal Part & Process Audit.*
- *Responsible for giving the Training to the Customer Care Team*
- *Responsible for the SPC & MSA, activities at the Export section*
- *Responsible for the layout inspection at the Export section.*
- *Revert the rejection analysis to the production line*
- *Responsible for preparing the OCP, SOP & Check lists*
- *Ensure all the action plans and systems are on at the Production line*
- *Ensure the quality of the product at the Final Inspection stage.*
- *Initiate and motivate the Kaizen & CIP activities at the export cell.*

H) M/s HALDEX INDIA LTD. NASIK - INDIA

M/s HALDEX INDIA Ltd. (TS 16949, ISO 14000 & OHSAS 18001 Certified) is a MNC. This company is promoted by ANAND GROUP of companies, which is financially and technically collaborated with HALDEX SWEDEN. This unit is involved in the production of Slack Adjusters. The products are being exported to USA, South Africa, Europe and to the leading automobile companies like Telco, Ashok Leyland.... etc.

Designation : Operating Engineer – QA (Trainee)

Period : September 2005 to September 2006.

Job responsibilities:

- *Responsible for ensuring the quality of the product at every step*
- *Ensure the proper working of the product.*
- *Responsible for ensure the proper assembling procedure of the product*
- *Responsible for helping the other engineers while setting*

I) THEJO ENGG.SERVICES (P) LTD. CHENNAI - INDIA.

M/s THEJO ENGINEERING is the leading firm in the conveyor maintenance industry as well as they are the leading company in the area of conveyor related products in India. For improving the quality of products they are collaborated with MARTIN ENGINEERING, USA- one of the biggest names in the world of conveyor industry

Designation : Technical Assistant - Marketing

Period : July 2004 to September 2005

Job responsibilities:

- *Promoting and marketing company products throughout India*
- *Prepare Quotations for Tenders and other Inquiries.*
- *Forecasting the market*
- *Analyses market fluctuations*
- *Installing company products.*
- *Develop marketing strategies.*

Skills Set

- *Sales & Marketing*
- *Customer Development & Management*
- *Procurement of Materials & Services*
- *E -Sourcing*
- *Material Management*
- *Logistics – Local Province & International.*
- *Documentation & Customs Clearance*
- *Negotiation with Customers & vendors*
- *Vendor Management*
- *MS Office*

Personal Profile:

Name : Vipin.V.M

D.O.B : 18.05.1983

Age : 41 Yrs

Sex : Male

Marital Status : Married

Nationality : *Indian*
Languages Known : *English, Hindi & Malayalam*
Driving Licenses : *India, Bahrain*
E – Mail ID : [*vipinvmanikantan@gmail.com*](mailto:vipinvmanikantan@gmail.com)
Skype ID : *vipin.v.m*
Linked In : [*https://www.linkedin.com/in/vipin-v-m-17107549/*](https://www.linkedin.com/in/vipin-v-m-17107549/)

DECLARATION

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

SIGNATURE

(Vipin.V.M)