



Vignesh Ravichandran

Property Control Management | Inventory Controller

Dynamic and results-oriented Property Control Supervisor with over 7 years of experience in managing property operations and inventory control within high-demand environments. Adept at overseeing comprehensive inventory management processes, including accurate stock levels and inventory reconciliation. Experienced in coordinating warehouse operations, executing property maintenance.

✉ grvignesh1992@gmail.com

📍 Dubai, UAE

📞 Mobile No.: +971 5020 48827

💬 Whatsapp No: +971 552 412 488

KEY SKILLS

Inventory Control

Problem-solving

Physical Endurance

Decision Making

Multitasking

Clerical Support

Data Entry

MS Office

Team Work

Communication

Data Analysis

Accuracy

WORK EXPERIENCE

Property Control Supervisor

Royal Commission Medical Center Hospital | SMEH Company

08/2020 - 10/2023

Yanbu - Kingdom of Saudi Arabia

Achievements/Tasks

- **Property Management & Operations:** Oversee day-to-day property management and ensure efficient real estate operations across multiple sites and implement and manage property maintenance schedules to ensure optimal facility conditions.
- **Inventory Management and Inventory Optimization:** Oversee comprehensive inventory management processes to ensure accurate stock levels, including regular cycle counting and inventory reconciliation. Additionally, execute strategies for inventory optimization, including safety stock management and inventory turnover improvements, to reduce carrying costs and stockouts.
- **Asset Tracking and Loss Prevention:** Implement and maintain effective asset tracking systems to monitor the movement and location of property assets and implement loss prevention strategies and conduct regular audits to prevent unauthorized access.
- **Tenant & Facility Relations:** Manage tenant relations, addressing inquiries and resolving issues to enhance tenant satisfaction and retention. Additionally, administer lease agreements and ensure compliance with contract terms and property regulations.
- **Inventory Control Procedures:** Develop and enforce inventory control procedures to minimize discrepancies and ensure accurate reporting of stock levels.
- **Inventory Control Policies:** Establish and maintain inventory control policies that promote efficiency, cost reduction, and minimal stock wastage.
- **Inventory Control Reports:** Generate comprehensive inventory control reports that provide management with actionable insights for decision-making.

Property Control Specialist

Royal Commission Medical Center Hospital | Zahran Operation and Maintenance Company

12/2016 - 08/2020

Yanbu - Kingdom of Saudi Arabia

Achievements/Tasks

- **Property Management and Asset Management:** Oversaw day-to-day operations of property management, ensuring the efficient functioning and upkeep of facilities. Additionally, managed the full lifecycle of property assets, including acquisition, maintenance, and disposition to maximize value.
- **Facility Management and Lease Administration:** Directed facility management activities, ensuring compliance with health, safety, and regulatory standards. Also, administered lease agreements, including renewal negotiations and compliance with contractual obligations.
- **Property Valuation and Asset Tracking :** Conducted property valuations to assess and enhance asset value, supporting strategic planning and investment decisions. Tracked and documented asset locations, conditions, and usage to ensure accurate records and effective management.
- **Vendor Management:** Oversaw vendor relationships, including procurement of services, contract negotiations, and monitoring.
- **Maintenance Scheduling:** Scheduled and coordinated routine and emergency maintenance activities to ensure optimal condition.
- **Budget Management and Contract Negotiation:** Prepared and managed budgets for property-related expenses, ensuring cost control and financial efficiency. Negotiated contracts for property services and maintenance, ensuring favorable T&Cs.

WORK EXPERIENCE

Sales Executive

Shriram Finance and Private Limited

2015 - 2016

Achievements/Tasks

- **Sales Strategy Implementation:** Developed and executed comprehensive sales strategies, resulting in a significant increase in client acquisition and retention.
- **Client Relationship Management:** Fostered strong relationships with clients, addressing their needs and concerns promptly, enhancing overall client satisfaction and retention rates.
- **Lead Generation and Conversion:** Utilized innovative techniques for lead generation, consistently converting prospects into loyal clients through tailored sales pitches and follow-up strategies.
- **Contract Negotiation and Administration:** Negotiated and administered contracts with clients and vendors, ensuring favorable terms and compliance with legal and financial regulations.

EDUCATION

Master of Business Administration

Mass College of Arts & Science

2015

Grade: A+

Bachelor of Business Administration

Mass College of Arts & Science

2012

Grade: A+

PERSONAL DETAILS

Date of Birth: 29-08-1991

Gender: Male

Father Name: Ravichandran

Nationality: Indian

Passport No: X6090272

Expiry of Passport: 14-06-2033

Valid Saudi Licence Date: 01-08-2025

Permanent Address: 272/63 New Street,
Govindhapuram, (PO), Thiruvudaimarudur (TK), Tanjore
(DT) PIN: 612101, Tamilnadu (State) India

LANGUAGES

English
Speaking and Writing

Hindi
Speaking Only

Tamil
Native or Bilingual Proficiency

Arabic
Speaking Only

DECLARATION

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

Vignesh Ravichandran