

## CONTACT

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## EDUCATION

Currently Pursuing 2023-2024

**Advanced Diploma in Fire & Industrial Safety.**

2010-2012

**MBA in Operations.**

2007-2010

**Bachelors in Management Studies.**

## SKILLS

Exceptional Organisational Skills



Risk Analysis & Management



Vendor Sourcing



Self-Motivated



Report Generation



Procurement



Negotiation



Work Flow Planning



Operations Management



Staff Management



## LANGUAGE

- Malayalam
- English
- Hindi
- Marathi

# ASWATHY NAIR

## Operations Manager

## ABOUT ME

Responsive Operations Manager with 13 years of rich experience in Operations and purchase profile in the Fire, Construction, and engineering industry. An ambitious and enthusiastic professional, dedicated to outstanding cost control and vendor management. In depth knowledge of reviewing Purchase orders, invoices, sales and other reports. Exceptionally strong administration and management skills. Business Administration. Strong verbal communication. Project management Powerful negotiator Extremely organized Skilled in Microsoft office Data management. Materials preparation Clerical support. Mails and Letter drafting. Staff development Good technical knowledge regarding Fire industry.

## EXPERIENCE

### OPERATIONS MANAGER.

M/S. Beenafire Engineering Pvt. Ltd., Navi Mumbai. (2020 To Present)

Successful track record of overseeing and optimizing daily business activities. Proven expertise in streamlining processes, improving efficiency, and ensuring seamless coordination across departments.

- Identify and resolved unauthorized, unsafe, or ineffective practices.
- Set, enforced, and optimized internal policies to maintain responsiveness to demands.
- Implementing process improvement to shape organizational culture, optimize procedures for higher efficiency and help company evolve and grow.
- Manage inventory and supply chain operations to achieve timely and accurate delivery of goods and services.
- Supervision of operations staff and keep employees compliant with company policies and procedures.
- Developed and maintain relationships with external vendors and suppliers.
- Negotiation of contracts with vendors and suppliers to obtain best pricing and terms.
- Managing purchasing, sales, marketing and customer account operations efficiently.
- Establishing positive and effective communication among unit staff and organization leadership, reducing miscommunications, and missed deadlines.
- Filling of Tenders, BOQs for project with all the technical and commercial documents.
- Project management and project billing.

### ASSIST. OPERATIONS MANAGER.

M/S. Oustfire Safety Engineers Pvt. Ltd.

(2018 To 2020)

- Developed and maintain operational guidelines for staff.

- Monitored employee productivity and optimized procedures to reduce costs.
- Trained purchasing team to assess vendor capabilities, develop sources and evaluate vendor performance.
- Reviewed and negotiated existing agreements to optimize commercial terms.
- Approved or rejected prices, terms and deliveries not in line with policy.
- Coordinated paperwork, updated spreadsheets, and maintained permanent records.
- Performed monthly reconciliation of open purchasing orders.
- Purchased new products and oversaw inventory stocking and availability.
- Supervised operations team to support operational excellence and excellent customer service.
- Taught employees how to collaborate on daily job tasks and achieve service targets.

## **PURCHASE HEAD.**

M/S. KPE Plumbing Services Pvt. Ltd.

(2010 To 2018)

- Sourced and qualified bidders, obtained favorable pricing and finalized contracts.
- Developed and implemented strategies to reduce operational costs.
- Implemented innovative supply chain management strategies to streamline procurement process.
- Searched for hard-to-find items and found high-quality, reliable vendors.
- Worked with departments to find new and better items to fulfill diverse needs.
- Maintained documentation for all purchases.
- Analyzed and reported on inventory levels to determine purchasing requirements.
- Identified and resolved supply chain issues to mitigate delays and production disruptions.
- Maintained effective and lasting vendor relationships through dynamic communication, collaboration, and intelligent questioning skills.
- Self-motivated, with a strong sense of personal responsibility.

## **PERSONAL DETAILS**

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### **Hobbies**

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- Handicraft Making.
- Travelling.
- Listening To Music.
- Internet Savvy.
- Sports

### **Achievements & Certifications.**

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- National Level winner and selected for International Level for Hand ball.
- UL & Web design using Adobe Illustrator CC - Udemy.
- English Calligraphy - Udemy.
- Advanced Excel Crash Course – JB Morgan.

## **SUMMARY**

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Review, Cross-check and improve tools, and working process and management. Filling tenders and complete the required technical and commercial requirements. Handle the AMC team with scheduling, and getting the services done on schedules. Handles procurement department, negotiations and check for timely delivery of materials. Have control on the dispatch team for timely dispatch schedules. Project billing and estimation. Responds to client requests via telephone and email. Supports the director with his daily operational functions. Responsible for creative design and updating the company profile. Researches and updated all required materials needed for project and sites. Filling the tenders offline and online and submitting the same as per the requirement to the client with all the formalities. Preparing & raising invoices as per the measurements provide by the engineering team. Procuring of materials as per site requirements. Follow up with account department to ensure payment to be made on time.

----- Aswathy Ashok Nair.