

ASWATHY NAIR

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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.

EDUCATION

Currently Pursuing Advanced Diploma in Fire & Industrial Safety. | Parmanand College of Fire Engineering & Safety | 2023-2024

MBA in Operations | Sikkim Manipal University. | 2010-2012.

Bachelors in Management Studies. | Mumbai University. | 2007-2010.

EXPERIENCE

OPERATIONS MANAGER. | M/S. Beenafire Engineering Pvt. Ltd. | Navi Mumbai.
September 2020 To Present.

- Dynamic Operations & Procurement Manager with a knack for streamlining processes and maximizing savings. Skilled in strategic sourcing and vendor management. Ready to drive your organization's success to new heights.
- Spearheaded cross- departmental collaboration initiatives, resulting in 15% improvement in project delivery timelines and 25% increase in customer satisfaction.
- Manage inventory levels to avoid stockouts or over stocking.
- Analyze data and identify areas of improvement in supply chain.
- Floating enquires to existing as well as new potential suppliers, receiving the competitive quotes and preparing comparison to conclude with the best offer.
- Supervision of operations staff and keep employees compliant with company polies and procedures.
- Data analysis and reporting Expert in budgeting and resource planning, optimizing financial efficiency for organizational success.
- Filling Tenders and BOQ's for projects with all the technical and commercial documents.
- Project Management and project billing.
- Proactive leader adept at fostering clear communication and driving teams to meet deadlines with precision, minimizing miscommunications and maximizing productivity.
- Skilled in client coordination, adeptly resolving issues to ensure exceptional customer satisfaction and lasting relationships.

- Managed a process re-engineering project to improve and consolidate end-to-end service processes; restructured communication flow among 10 departments and cut down paperwork by 75%.

ASSIST. OPERATIONS MANAGER. | M/S. Oustfire Safety Engineers Pvt. Ltd. | Navi Mumbai.
November, 2018 To September, 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.
- Worked well in a team setting, providing support and guidance.

PURCHASE HEAD. | M/S. KPE Plumbing Services Pvt. Ltd. | Mumbai.
(July, 2010 To October, 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

SKILLS

- Exceptional Organizational Skills
- Team Collaboration
- Vendor Sourcing
- Negotiation
- Innovation
- Leadership.
- Strategic Thinking
- Exceptional communication
- Emotional Intelligence
- Procurement
- Detail Oriented
- Time Management

LANGUAGES

- Malayalam
- English
- Hindi
- Marathi

PERSONAL DETAILS

Date Of Birth: 01st June, 1989.

Hobbies

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

Achievements & Certifications.

- 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.
- Effective Communication- Great Learning Academy
- Customer Relationship Management- Great Learning Academy.

SUMMARY.

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.**