**MANIKANDAN KAYYALASSERI**

 **Email - mnkkandan@gmail.com**

**Telephone – +97455645659, +8593068698**

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**Residential Address**

**KAYYALASSERI HOUSE, KADAVANAD POST, PONNANI, MALAPPURAM DIST,**

**KERALA. PIN: 679586. INDIA**

**Professional Address**

**LOGISTICS OFFICER, BSI STEEL, DOHA –QATAR**

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**Career Objective - To build a career in an organization which provides an opportunity to utilize my skills and experience in the fields of logistics, supply chain & storage in the most professional manner, thus assisting the organization and myself to soar untouched heights**

**Core Competencies:**

 **\* Team Player \* Positive Attitude \* Disciplined**

 **\* Leadership Skill \* Creative \* Honesty**

 **\* Tech Savvy \*Good Interpersonal Skill \* Punctuality**

 **\* Problem Solving \* Negotiation Skill \* Communication Skill**

**Professional Areas of Expertise**

* **SOLVING ALL TYPES OF PROBLEMS IN SUPPLY CHAIN PROCESS**
* **HANDLING ISSUES RELATED TO SHIPMENTS**
* **IN DEPTH KNOWLEDGE OF PRODUCTS THAT WERE HANDLED**
* **MANAGING AND AUDITING OF INVENTORIES**
* **WAREHOUSE MANAGEMENT**
* **DEVELOPING COLLEAGUES & SUBORDINATES**

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PROFESSIONAL EXPERIENCE

BSI **STEEL QATAR**

 **Designation - Logistics Officer (December 2013 till date)**

**Job Responsibilities**

* To make the receiving and issuance report and submit to pc dept; immediately material arrive or sent to job
* To inform material control about the shortage of buyout materials.
* To do a monthly audit for buy-out material and report to the material control for reference and reliability of item.
* To do weekly inventory of raw materials, like; plates, angles, round bars, square tubs, channels etc.
* Making shipping delivery notes and arranges transportation for shipping.
* Handling the stock on the warehouse
* To inform about the stock shortage to purchasing department.

ITT SYSTEMS, KUWAIT **Designation - Materials Controller (February 2011 – January 2013)**

**Job Responsibilities:**

* Providing the terminal for fulfillment of materials & services requirement for effective project operation
* A total control of all types of materials pertaining to mechanical construction of plants.
* Coordinate, supervise, train, guide and motivate under staff for quality and accuracy

CSA Ltd, KUWAIT **Designation - Logistics Officer (March 2009 - February 2011 )**

**Job Responsibilities:**

* Oversee the management of all material movement related to project including receiving, storage, requisitioning, issue and accountability of all items required in optimum conditions and in an easily retrievable fashion as well as disbursement of the same in adherence to project requirements.
* Ensure general control over all activities in stores and safe keeping both as to quality and quantity of materials.
* Provide support to production scheduling on material flow in order to meet production schedules and client requirement.

EXPERT SYSTEMS, INDIA **Designation - Computer Technician (2005 – 2008)**

**Job Responsibilities:**

* Software installation and up gradation
* Installing operating system and troubleshooting.

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**RECOGNITIONS**

* **Was consistently appreciated and rewarded with excellent pay hikes for the high degree of professionalism exhibited during my stint at BSI Steel.**
* **Was rewarded with excellent increments during my stint at both ITT Systems & CSA Ltd for the professional values I have been keeping throughout my career at both these places.**

**ACADEMIC QUALIFICATIONS**

**MBA +PGDM in logistics management and Material management from MG University.**

**BA. Economics with 60% from CMJ University.**

**Plus 2 (science) From Calicut university in 2000.**

**Tenth from Board of Secondary Education, Kerala 1996**

**OTHER QUALIFICATIONS**

**Diploma in computer hardware and networking from jet king Mumbai in 2004**

 **OTHER TECHNICAL & LINGUISTIC SKILLS**

**Well versed in MS Office Suite (Excel, Word & PowerPoint) Outlook and other Internet Applications**

**Excellent Linguistic abilities in English, Hindi & Malayalam**

**PERSONAL DETAILS**

 **Date of Birth : 10/05/1982**

 **Marital Status : Married**

 **Sex : Male**

 **Nationality : Indian**

 **Passport No. :** L 2985977

**DECLARATION**

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

**QATAR**

 **DATE: 24/09/2018**

MANIKANDAN