



CURRICULUM VITAE

Mr. VIVEK CHATHU PARAMBATH

PROFILE

Professional with learning, analyzing, improving, strategic thinking, and change management skills. Qualified with Master in Business Administration, Post Graduate Program in Retail Management, Bachelor in Business Management, and Diploma in Software Engineering.

Key competence in ISO 9001:2015, ISO 45001:2018, 41001:2018, Strategy planning & execution, and Enterprise Project Management Office, Business Analysis.

My vision is to become an expert in process improvement, strategy, digital marketing and project management.

Dammam, K.S.A.

Mobile:+966-541121303
+966-591306295

Office:+966-13-8452960

Email:vivekcp87@gmail.com
vivek.alkifah@gmail.com
vivek.chathu@alkifah.com

Nationality : Indian

PROJECTS:

- ISO 41001:2018 at Takamul AlOula Facility Management(TOFM) - Certified first company in KSA
- ISO 45001:2018 at Takamul AlOula Facility Management(TOFM)
- ISO 9001:2015 at Al Kifah Real Estate(KRE)
- SAP Implementation -MM, FICO, REFX,CS,SD and PM at Al Kifah Real Estate(KRE)
- Project Management Office at Al Kifah Real Estate(KRE)
- ISO 9001:2015 at Osama Al Afaliq Engineering Consulting(OAEC)
- ISO 9001:2008 at Al Kifah Real Estate(KRE)

LANGUAGES:

- English(R,W,S)
- Hindi(R,W,S)
- Malayalam(R,W,S)
- Kannada(S)
- Tamil(S) &
- Arabic (S)

EDUCATION

- Master Degree Master in Business Management – Finance Pondicherry University,India, 2012
- Post Graduation Program in Retail Management, Retail Association of India, 2012
- Diploma in Software Engineering, NIIT, Bangalore, India,2010
- Bachelor of Business Management - Finance, Bangalore University, India, 2008

CORE COMPETENCE

- | | |
|-----------------------|--------------------------------|
| ➤ Process Mapping | ➤ Problem Solving |
| ➤ Quality Management | ➤ Risk Assessment |
| ➤ Project Management | ➤ Learning and Implementation |
| ➤ Leadership | ➤ Communication |
| ➤ Time Management | ➤ Data Science |
| ➤ Balance Score Card | ➤ Occupation Health and Safety |
| ➤ Facility Management | |
| ➤ Business Analytics | |

PROFESSIONAL EXPERIENCE

Al-Kifah Holding Company

➤ **Takamul AlOula Facility Management**

Quality of Life Officer (1st January 2019 till present)

Occupational health and safety management System and Facility Management management system

Develop, implement, obtain and maintain ISO 41001 Facility Management and ISO 45001 Occupational health and safety management standard for attaining certification, identifying performance and processes continual improvement. Manage, monitor, measure and review internal processes; that affect the quality of the organization's products or services. Report to top management about the performance of the Integrated Management System (e.g., results of quality audits, corrective actions), including the need for improvement. Conduct periodic management review meetings. Identify the risks and convert them into opportunities to reduce future uncertainty. Plan quality, occupation, health, and safety inspection and assign the team and take action for improvement. Preparing documented information for the tender.

Strategy

Strategy Planning, Performance evaluation for achieving the strategic vision and mission of the organization.

Project Management Office

Guide the Project Manager's in alignment with the EPMO framework transformation in Matrix Organization. Use tools like "wrike" to ensure all the projects are in operation with the plan. Guide the business with the PMI standard in managing projects to improve efficiency. Ensure effective utilization of project management procedures and forms.

Risk Assessment

Identifying Risk and using risk-based strategies to tackle the risk and converting risk to opportunity. Ensure actions are taken to reduce the impact of the risk. Update the risk register in a timely manner.

CERTIFICATION | TRAINING:

- The Fundamentals of Digital Marketing; Google Digital Garage
- ISO 22000:2018 Food Safety Management System Awareness Training; EPIC
- Certified Six Sigma Yellow Belt Training; Udemy
- Certified Quality Auditor Training; Udemy
- Six Sigma White Belt; Udemy
- ISO 45001:2018 & ISO 41001:2018 Internal Auditor Training; SGS
- Statistics for Data Science and Business Analysis; Udemy
- Fundamentals of Digital Marketing; Google Digital Garage
- Project Management Professional Training; JB International
- PMP Advance Workshop; JB International
- SAP Training - MM, FICO, REFX, CS, SD and PM.
- ISO 45001:2018 Internal Auditor; TUV
- ISO 9001:2015 Awareness course with an overview of Auditing; SGS
- IRCA Lead Auditor Training in ISO 9001:2008; NIGEL BAUER & ASSOCIATES at FAHSS TÜV NORD Saudi Arabia.

IT KNOWLEDGE:

- SAP- MM, FICO, REFX, CS, SD and PM
- Work with google tools.
- Microsoft Office, Microsoft Visio, Adobe Acrobat Pro
- Vtiger CRM
- Statistical Package for the Social Sciences (SPSS)
- Operating System- Windows and Linux

NON-TECHNICAL SKILL:

- Excellent communication skills (written and verbal)
- Interpersonal skills,
- Teamwork

DRIVING LICENSE:

- Saudi Arabia
- India

PERMANENT ADDRESS:

- Kurool House, Ealangode(Po), Panoor(Via), Thalassery, Kannur(Dist.), Kerala, India Pin-670692

PROFESSIONAL EXPERIENCE

➤ **Al-Kifah Real Estate**

Quality Officer (11th March, 2013 till 31 December, 2018)

Quality Management System

Ensure organization is complying with ISO 9001 standard. Ensure processes performance and continual improvement in the system. Managing, monitoring, measurement, and control the internal processes; that affect the quality of the organization's products or service. Report to top management on the performance of the QMS (e.g., results of quality audits, corrective actions, process analytics). Conduct periodic internal audit, management review meetings. Monitoring Customer complaints for better customer satisfaction/experience. Quality Control inspection at site to ensure the quality standard is attained. Ensure Change management is managed and QMS documents are updated accordingly. Map the new process as per the changing business requirement.

Strategy

Business analysis in studying data for decision making. Balance Scorecard for achieving the strategy vision and mission of the organization.

Project Management Office

Guide the Project Manager's in alignment with the EPMO framework transformation in Matrix Organization. Used tools like "wrike" to ensure all the projects are in operation with the plan. Guide the business with the PMI standard in managing projects to improve efficiency. Ensure effective utilisation of project management procedures and forms.

Information Technology

Project Manager for the implementation of SAP to ensure the software is in operation with the scope of the project. Ensure the project is in operation as per the project management plan. Validate The Master Data. Ensure the deliverables are as per the solution document and project concept. Ensure the smooth functioning of the project by using problem solving techniques and risk assessment. Ensure good relations are maintained within the business and the external vendor. Identify the issues and register in the issue log and ensure that actions are taken. Change requests are analysed and prioritized. Manage change and request change control board for changes.

Risk Assessment

Identifying the Risk and use risk based strategies to tackle the risk, converting risk to the opportunity. Ensure actions are taken to reduce the impact of the risk. Update the risk register on time.

➤ **Osama Al Afaliq Engineering Consulting (Parttime)**

Project manager (6th October 2015 to 15th December 2016)

Quality Management System

Ensure organization is complying with ISO 9001 standard. Ensure processes performance and continual improvement in the system. Ensure the project is completed as per the project management plan. Support the organization in external audits.

REFERENCES (On request)

- General Manager, Takamul AlOula Facility Management
- EPMO Specialist, Al-Kifah Holding Company
- Professor, Bangalore Management Academy

DECLARATION

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

Mr. Vivek Chathu Parambath