



JIJO JOHN KURIYAN PARAMPIL

ADMINISTRATOR / HR / MARKETING /
PROCUREMENT / CHIEF ACCOUNTANT /
PROJECT CO-ORDINATOR.

Profile

Having worked in reputed environment for the past 21 years, I can claim to have developed excellent inter-personnel working in my field and able to communicate clearly with peers and superiors. My enthusiasm and commitment would enable me to rapidly adapt to the challenges of a new position.

I shall be thankful for your professional courtesy in reviewing my qualification and experience for a suitable position in your esteemed organization.

Contact

PHONE:

056 502 9281

EMAIL:

jijopangifawzi@gmail.com

Hobbies

- Reading books
- Singing
- Meditation
- Traveling

EDUCATION

Degree In Bachelor Of Commerce

Kerala University

Pass out year: 2000

Trivandrum, Kerala, India

WORK EXPERIENCE

1. Company : **FAWZI GROUP**
Kingdom of Saudi Arabia
Position : Administrator
Duration : November 2014 up to till date
2. Company : **FAWZI GROUP**
Kingdom of Saudi Arabia
Position : Marketing Manager
Duration : November 2007 to November 2014
3. Company : **FAWZI GROUP**
Kingdom of Saudi Arabia
Position : Chief Accountant
Duration : November 2002 to November 2007
4. Company : **ASHISH TOURIST HOME.**
(Trivandrum, Kerala, India.)
Position : Manager / Administration
Duration : February 2000 to July 2002
5. Company : **KING'S COMPUTER DIVISION**
Kottarakara, Kerala State, India.
Position : Computer Instructor
Duration : July 1996 to January 1997

Duties and Responsibilities:

- ❖ **Maintained the Administration division** by performing various administrative and project-related duties in support of an individual or a group. Responsible for setting up infrastructure for new business set-ups and maintained the existing one. Strong knowledge of infrastructure development, setting up of new site, finding new vendor, negotiating and coordinating with existing vendor.
- ❖ **General Administration Activities:** Directed the arrangements of transport, security, cafeteria/canteen, health & safety issues, etc in all branches. Preserved physical records for
- ❖ **Management of vehicle related activities** viz; purchase of new vehicles, repairs of vehicles, payment of rto and related levies, arrangement of noc interstate, driving license. Took appropriate insurance cover like vehicle insurance, mediclaim for overseas travelers, supervision of drivers and related activities. Cars – Maintained registration books, paid monthly charges for car parking and purchase/lease of new cars as and when required by the management. Handle day-to-day operations of buses/car fleet on shift basis. Maintain pick-up/drop rosters and timely schedules for fleet. Responsible for transport management, including company owned vehicles and parking management in office precincts. Provide necessary support to employees of the firm on policies related to car lease scheme, by coordinating the same with select vendors.
- ❖ **Responsible for the various arms of camp management** viz. transport, laundry, catering, camp maintenance, etc. Report of daily absenteeism to HRD. Kept track of labour movement to/from camp. Responsible for the clearance of sewerage water from septic tanks. Organized transport for emergency cases. Monitored daily movement of employees' to/from sites. Ensure discipline in the camp.
- ❖ **Facilities Management:** Took care of complete house keeping, maintenance of indoor plants, toilets, carpet cleaning and all the hard-core facilities. Exposure in asset audit, electrical, electronic and other facility related systems and asset relocation. Planned maintenance services including annual maintenance contracts (a.m.c's) of all electrical gadgets like--water purifiers, office equipments-fax machines, epabx, telephone systems, maintenance of notice board, civil, mechanical, electrical and carpentry works, assets & facilities management. Controlled plumbers, carpenters, lock smith, electrician's activities and took quotes on a regular basis.
- ❖ **Expatriate relocation arrangement** including: accommodation, transportation, visa working permits, residence permits, and moving & related service support. Contract negotiation and management, provided support on facility preparation for training activities, review and negotiate admin contracts including hotel, air ticket, car rental, etc. Organize and coordinate company events such as annual dinner. Co-ordinate with other departments to ensure that the guest gets best service. Responsible for complete arrangements for annual events, conferences, seminars and other functions of the firm organized from time to time.
- ❖ **Vendor Management:** Vendor evaluation, rate analysis, finalization of vendor, placed orders as per the requirements, checked bills and forwarded the same to accounts for payments. Sourced and controlled the vendor activities. Monitor and reviewed contactors' schedule. Responsible for floating tenders for printing, stationary and other items.
- ❖ **Drive all initiatives for procurement, materials & operations systems** for the existing and future units. Responsible for technical and non-technical procurement, identifying and developing strategic vendor base of local and global sourcing items. Delivered savings through effective procurement, vendor management and compliance to systems & controls; Initiate and augment existing systems with a comprehensive sourcing strategy. Rationalize information flow of materials function vis-- a --vis operational and production parameters. Inventory Control: Kept up-to-date records of all material coming in and going out of the workshop, factory.

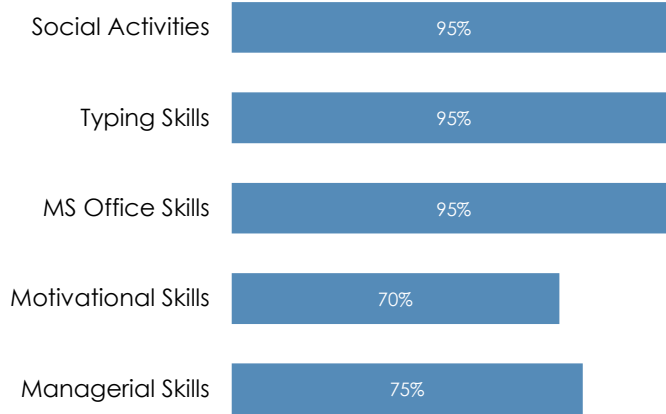
- ❖ **Plan, procure, and negotiate commercial terms with suppliers** in conjunction with other functions as required. Indulged in procurement of firefighting and other equipments.
- ❖ **Managed the movement of products/equipment/materials** in accordance with organizational policy & procedure, and complied with relevant local law and process.
- ❖ **Effective & optimum use of financial resources & working capital** – collection of initial margin; collection of settlement obligations; miss reports; collection of dp bills; pacing of bank guarantees/ Fdrs with exchanges.
- ❖ **Identified areas of cost savings, profit improvement, improvement in resource utilization, safeguarding of company's assets, improvements in quality of service and delivery.** Took care of productivity and cost in maintaining the business. Supported operations by planning, organizing & implementing administration systems and services. Certified all bills and ensured proper accounting of all expenses.
- ❖ **Responsible for risk assessment.** Identify risks or issues as they arise and escalate senior management. Support senior management during incidents, acting on instructions from the crisis management team and / or International security consultant. Monitored risk management, loss prevention, periodical review and audit of fire and security system, planning and implementation of disaster management program, fire evacuation plans and drills. Managed complete physical security including vigilance & intelligence, surveillance of premises, access control at gates.
- ❖ **Performed overall operations entailing miss reports, budgeting expenditure on administrative activities, analyzing variances & instituting internal controls.** Develop detailed operating budgets for each office within corporate performance metrics and manage each line of service within established budgets. High level of focus on work quality / attention to detail and accuracy.
- ❖ **Conduct site visits on a regular basis** to check progress & ensure execution within specified deadlines.
- ❖ **Selects and assigns staff,** ensuring equal employment opportunity in hiring and promotion.
- ❖ **Coordinates activities** by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
- ❖ **Evaluates and verifies employee performance** through the review of completed work assignments and work techniques.
- ❖ **Ensures proper labor relations** and conditions of employment are maintained.
- ❖ **Executes plans, policies, and programs** in business and financial affairs, property and equipment, supplies, housekeeping, clothing, food service, laundry, stores, forms, buildings and grounds maintenance, engineering and safety programs, and prison industries.
- ❖ **Develops budget recommendations** for operating expenditures and/or capital outlay, personal services, equipment and materials, and maintains revenue as high as possible.
- ❖ **Supervises the revision of rules, regulations, and procedures** to meet changes in law and policy. Formulate current and long-range programs, plans, and policies for departmental programs. Performs related work as assigned.
- ❖ **Analyzes and organizes office operations and procedures and plans office layouts.** Researches and develops resources that create timely and efficient work flow.

- ❖ **Plan, procure, and negotiate commercial terms with suppliers** in conjunction with other functions as required. Indulged in procurement of fire fighting and other equipments.
- ❖ **Works with the Committee Clerks and Administrator**, when requested, to coordinate, facilitate and organize materials and communications for school board meeting packets, agendas and committee report packets.
- ❖ **Assists, implements and offers recommendations to the administrator** regarding new administrative or office procedures, including: information management, record keeping and retrieval systems, requisition of supplies and other clerical services.
- ❖ **Maximizes office productivity** through proficient use of appropriate software application. Establishes uniform correspondence procedures and style practices.
- ❖ **Responsible for delivery of the goals and objectives** of the organization within a set time an approved budget by utilizing resources available efficiently; responsible to supervise the financial, legal, and operational affairs of the organization
- ❖ **Price determination** (comparing quotes received from various Suppliers and choosing one supplier based on varying factors as quality of good or service, price, negotiations etc); Purchase Order creation (a document that is a contract between the Supplier and the Buyer stating the terms & conditions, price, quantity of the good they are providing)
- ❖ **Expediting** (the steps involved in ensuring the goods are received as per the requested delivery date from the Supplier); Receiving of the good (the documentation entered once the good is received at the receiving dock or warehouse by the Buyer and copy provided to the Supplier as well- for proof of supplying the good)
- ❖ **Invoice** (a bill sent by the Supplier requesting approval and payment for the good provided to the Buyer); Supplier Performance Tracking and Evaluation (the process of assessing the Suppliers' services based on various factors such as quality of goods provided, timeliness of supply and adherence to terms and conditions)
- ❖ **Reviews purchase orders to ensure adherence to quality and procedures**; Ensures that re-ordering of stock is carried out on a daily basis as required to maintain adequate stock levels of parts for production; Participates in the creation of forecasts, and relates those to production programs and stock required for the daily production round
- ❖ **Represents purchasing in discussions** and strategies aimed at improving overall integration of purchasing, assets, and accounts payable; Liaise with Technical department when creating new products or in matters relating to product specification; Managing the shipping, handling and storage requirements on components to ensure high quality items are received and issued to the appropriate departments
- ❖ **Receive and record job vacancy information** from employers
- ❖ **Organize advertising, interviewing and selection processes** for recruitment campaigns
- ❖ **Conduct and analyze psychometric tests**
- ❖ **Interview job seekers and prepare shortlists of candidates** for referral to prospective employers

- ❖ Check references and suitability of applicants before referring to employers
- ❖ Prepare resumes and correspondence for suitable applicants to forward to employers
- ❖ Advise job seekers regarding personal presentation at interviews and about their written applications and resumes
- ❖ Arrange appropriate training in job skills
- ❖ Assist with sales and marketing duties designed to increase the client base, including visiting employers to assess working conditions and discuss consultancy services and fees
- ❖ Observe jobs to obtain information about job requirements
- ❖ Prepare job descriptions and letters of appointment
- ❖ Prepare rosters and duty statements, as well as organize security passes and identification.
- ❖ Interviewing and assessing prospective applicants and matching them with vacancies at client companies
- ❖ Arranging for advertising of job vacancies, interviewing and testing of applicants, and selection of staff
- ❖ Maintaining personnel records and associated human resource information systems
- ❖ Providing advice and information to management on workplace relations policies and procedures, staff performance and disciplinary matters
- ❖ Arranging the induction of staff and providing information on conditions of service, salaries and promotional opportunities
- ❖ Receiving and recording job vacancy information from employers such as details about job description, wages and conditions of employment
- ❖ Providing information on current job vacancies in the organization to employers and job seekers
- ❖ Undertaking negotiations on terms and conditions of employment, and examining and resolving disputes and grievances
- ❖ Studying and interpreting legislation, awards, collective agreements and employment contracts, wage payment systems and dispute settlement procedures
- ❖ Developing, planning and formulating enterprise agreements or collective contracts such as productivity-based wage adjustment procedures, workplace relations policies and programs, and procedures for their implementation
- ❖ Overseeing the formation and conduct of workplace consultative committees and employee participation initiatives

Language Proficiency	
English	◆◆◆◆◆
Arabic	◆◆◆
Hindi	◆◆◆◆
Malayalam	◆◆◆◆◆◆

Skills



Additional Information

Nationality	Indian
Date of Birth	MAY 14, 1979
Marital Status	Married
Passport No.	U 0839211
Iqama No.	2303206979

Declaration

I, the undersigned, solemnly declare that all the above furnished information's are true to the best of my knowledge and belief.

Yours Sincerely,

JIJO JOHN.

Place:

Date: