

# Anoop Reghunandan Menon

## Curriculum Vitae

Chennai, Tamil Nadu 600041

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On the quest of a challenging environment to utilize my skills and encourage continuous learning and creativity, providing exposure to new ideas, with a dynamic organization offering long term opportunities for professional growth that recognizes dedication, commitment, drive and superior performance.

Willing to relocate: Anywhere

## Work Experience

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### Academic Head

Worldwide Airport Management School - Ernakulam, Kerala  
June 2022 to March 2023

1. Development of course route plan and Organize and manage the teaching and research output and carrying out quality control.
2. Make sure teaching and research products can help students at different levels improve their academic scores.
3. To accept ownership of collective decisions taken at Heads of Departments meetings and of policy decisions by Senior Management, after reasonable consultation, and in so doing to accept role as a member of the middle management of the College.

### PROJECT / CLIENT COORDINATOR

QUICKLINE INTERIOR DECORATION L.L.C - Dubai, AE  
July 2016 to March 2020

Providing administrative and technical assistance.

- ↳ Liaise and source Project Management Consultant, authorities to obtain NOC's.
- ↳ Agree internal approval process and signoff of works
- ↳ Identify communication plan
- ↳ Agree schedule of works, responsibilities and sign off authorizations
- ↳ Responsible for managing the contractor's work in coordination with the consultants to ensure completion within the time, scope and quality expected for the projects.
- ↳ Report to management regularly on project updates.
- ↳ Control project budget, scope of work, project time schedule etc.
- ↳ Executes the work in accordance with the drawings and specifications
- ↳ Supervise constructions, operations and maintenance activities at project site and ensure compliance to design specifications and safety requirements
- ↳ Prepare and implement a quality assurance (QA) plan to assure compliance with contract plans and specifications in accordance with regulations
- ↳ Ensure that all materials and equipment installed by the contractor meet the contract requirements and project specifications
- ↳ Recommend improvements in work which will result in total quality management

- ⊃ Monitor and maintain safety as per international and local standards review and justify contractor's / Client's variations claims and monthly payments and all correspondences with contractors.
- ⊃ Day-to-day management of the site, including supervising and monitoring the site labor force and the work of any subcontractors
- ⊃ Planning the work, efficiently organizing the construction and site facilities in order to meet agreed deadlines
- ⊃ Resolving technical issues with contractors, suppliers, subcontractors and statutory authorities
- ⊃ Liaising with company or project purchasing department to ensure that purchase orders adequately define the specified requirements
- ⊃ Providing data in respect of variation orders and site instructions
- ⊃ Preparing and implementing project plans
- ⊃ Excellent time management skills to ensure project deadlines are met
- ⊃ Monitor project deliverables
- ⊃ Ensuring Subcontractor Selection on Time
- ⊃ Update relevant stakeholders or team members on the project progress
- ⊃ Coach and support project team members with tasks you assign them
- ⊃ Plans the organization of the team's meetings (site visits, internal/external meetings, etc ), in addition to the preparation of meeting agendas and drafting the minutes of meeting
- ⊃ Creates POs, monitors budget and consolidates budget spend from Communications and Business teams
- ⊃ Works closely with the directors to create and circulate the monthly note on project's progress.
- ⊃ Creates/updates presentations and reports if and when needed
- ⊃ Acts as the point of contact between the directors and internal or external stakeholders
- ⊃ Creates and maintains comprehensive project documentation, reports and retroplanners
- ⊃ Acts as the point of contact and communicate project status to all participants
- ⊃ Ensures all legal documentation of different projects is completed in time
  
- ⊃ Briefing Project Managers once the projects have been secured and assisting with general communications until the contract handover.
- ⊃ Carrying out the all legal formalities and documentation works from the approval of work permit till the project closure.
- ⊃ Tracking of project purchase and other expenses in order to control the project expenditure.
- ⊃ Submission of daily, weekly and monthly work progress reports by conducting client meetings for every projects.
- ⊃ Managing clients expectations through liaison with internal.
- ⊃ Coordinating with finance to follow up with clients on payments and ensure a steady cash flow for projects.
- ⊃ Visiting existing and potential clients.
- ⊃ Negotiate contracts Job.
- ⊃ Working with Production and Project department.
- ⊃ Preparing and presenting the progress and target reports to the higher management.
- ⊃ Providing guidelines for fit out in malls, Cinema theatres and commercial towers.

Accomplished Projects with the current employer: -

- MAX Retail investment Ilc Dubai festival city
- Vox Cinemas Fujerah City Centre
- Matajer Mall Exterior Car Park (10k sqm)

- Homecentre Abudhabi marina
- Vox cinemas designer office, Diera Dubai
- Cinemacity - Arabian center, Al Khawaneej, Dubai
- Reel Cinemas (Platinum cinemas) - Dubai mall
- Reel Cinemas (VIP cinemas) -Dubai marina mall
- Sharjah cinema llc - Zero 6 mall sharjah
- Centerpoint - Oasis mall Sharjah.
- Cinepolis cinemas - Oasis mall Sharjah
- Carters - Manar mall Ras al khaima

## **COMMUNICATIVE ENGLISH TRAINER**

S B GLOBAL EDUCATIONAL RESOURCES INDIA

July 2015 to February 2016

Prepared and implemented lesson plans covering required course topics.

- ↳ Cultivated relationships with parents for complete support network.
- ↳ Led interesting and diverse group activities to engage students in course material.
- ↳ Utilized multimedia strategies and technology to convey information in fresh and interesting ways.
- ↳ Administered written tests to determine comprehension rates among students. Administered assessments and standardized tests to evaluate student progress.

## **CUSTOMER CONSULTANT**

SUTHERLAND GLOBAL SERVICES INDIA

June 2014 to July 2015

Delivered exceptional customer service to every customer by leveraging extensive knowledge of products and services and creating welcoming, positive experiences.

- ↳ Surpassed sales goals through effective verbal communication.
- ↳ Increased efficiency and team productivity by promoting adherence to operational best practices and company policies.
- ↳ Used consultative sales approach to understand customer needs and recommend relevant offerings.
- ↳ Reduced process inconsistencies and effectively trained team members on best practices and protocols.
- ↳ Responded to customer requests for products, services and company information.
- ↳ Assisted customers by listening closely, finding solutions to problems and making recommendations based on extensive product knowledge.

## Education

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### **Diploma in DITHM**

Phoenix aviation academy - Kerala

January 2012 to December 2012

### **Higher Secondary(12th Pass) in Bio Maths**

Kerala State Board - Kerala

June 2006 to March 2008

## Skills

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- Microsoft office,Adobe Photoshop,All Basic operating system programs

## Certifications and Licenses

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### **Driver's License**

Present

UAE