

# CURRICULUM VITAE

**Unnikrishnan KOYIPALLIL**

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## **Career Objective:**

It is my objective to obtain a position that is in line with my professional qualifications and previous work experience.

## **Highlights:**

My mission is to fulfill all tasks assigned to me with full responsibility. In the given timeframe, I will ensure that all works are completed according to specifications and quality requirements.

## **Experience Profile:**

**M/s. K.A.A.S. Group Co LLC (Saudi Gardens, KEZAA Corp.) Riyadh, Saudi Arabia.**

**From - August 1994 onwards till date.**

### **Operation Manager**

Ensure all operations are carried on in an appropriate, efficient, cost-effective way, manage timely data collection to update operations metrics to achieve productivity targets. Maintain constant communication with management, staff, and vendors to ensure proper operations of the organization.

Assist in ensuring that the compliant with all import and export control laws and regulations and related government requirements. Maintain files of all necessary import documentation and information for Customs clearance that includes, but not limited to commercial invoices, packing lists, and AWBs

Acting as a liaison to senior management and board of directors to keep them up to date with shop floor matters. Introducing and managing in-house IT systems ensuring that they are fit for purpose.

### **Procurement & Operation In-Charge**

Estimating and establishing cost parameters and budgets for purchases, maintain accurate records of purchases and pricing, making professional decisions in a fast-paced environment,

Negotiations with Shipping agent and customs clearance office to arrange the consignment to the destination by LCL/FCL. Placing the order for importing goods by Sea/Air freight from regular suppliers under establishing Letter of Credit (L/C) according to their conditions including our approved bank facility.

### **Administrative Executive & Sales Coordinator**

Liaise with the facilities management for administrative issues accountable for other duties as required. Handle all administrative and clerical duties for the concerned dept and coordinate finance staff correspondence. Provide secretarial assistance to the Section head to prepare the weekly reports and various status reports.

Worked as a Store & Inventory Supervisor in **M/s. Tech Link, Cochin, Kerala - India.**

**From - May 1992 to July 1993.**

Worked as Computer Section In-Charge for Accounts & Warehouse with **M/s. Alind Switchgear Ltd., Alleppey, Kerala - India. From - May 1991 to July 1992.**

Worked as Store Supervisor and Inventory Coordinator with **M/s. Vikas Fabrica & Syndicate, Cochin, Kerala – India. From – July 1988 to April 1990.**

**Educational Profile** : Enrolled MBA courses at IIBMS Business School with the specialization of Operation & Project Management.

Bachelor of Commerce Degree (B. Com).

**Other Certification** : Diploma in Software Computer Application.

Personal Profile	:	Young, Dynamic, Self-Motivated, Creative, Professional with Over 25 Years of Experience.
Personal Details	:	Confident, Relational, Reliable and can be adjusted to any environment.
Marital Status	:	Married.
Iqama Status & No.	:	Transferable [2102092398]
Passport No.	:	V7789126
Passport Validity	:	June 2031
Nationality	:	Indian
Physique	:	Excellent & Energetic
Languages known	:	English, Arabic, Hindi, Tamil & Malayalam.
Driving License	:	Holding Valid Saudi Driving License (Light Motor Vehicle)
Address in India	:	Muttattu, Kuttemperoor P.O., Kerala – 689 623, INDIA.

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

**(Unni Krishnan Koyippallil)**