


VIPINLAL VELAYUDHAN

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To pursue a challenging career at my chosen field of activity and to associate with a reputed organization, where my skills and talents are utilized to the fullest of its growth through professionalism perseverance, intelligence sheer talent and hard work

PROFILE SUMMARY

Experienced in Management, administration and human resource management. Currently the Managing Partner of G.V. Trucks and earth movers, India. Post graduate in International Business and Management. Expert in communication and IT skills, purchase of building material and it's supply & business administration. Knowledgeable about U.A.E labor Law and HSE in the Construction & welding sector.

AREA OF EXPERTISE

|Business development | Strong negotiation skill | Digital marketing |HSE management | Office management | Team leadership| Interpersonal skill | Time management | Customer service | Presentation and proposal | Book keeping|

PROFESSIONAL EXPERIENCE

MANAGING PARTNER

G.V. TRUCKS AND EARTH MOVERS, KOLLAM,KERALA, 691 578
March' 17 to Present

MANAGING PARTNER

MARINE HUMAN (Fashion brand), ADOOR, KERALA, 691 551
January' 17 To April' 19

ADMINISTRATIVE / ACCOUNTS OFFICER

SAFEWAY GENERAL MAINTENANCE COMPANY, ABU DHABI, MW5
March' 15 to November'16

- Handling day to day business affairs.
- Follow up orders from clients and suppliers.
- Daily checking with suppliers on variation in prices.
- Creating Quotations & LPO.
- Purchase of scrap cutting and building materials.
- Filing LPO'S, quotations and related department documents.
- Receiving invoices from clients & suppliers, arrange pending invoices and credit notes.
- Attending all queries raised on invoices in a timely manner.
- Monitoring the aging analysis for payments due and plan follow up activities accordingly in order to enable collection within the credit period specified and minimising bad debts. Preparing the daily report on the bank deposit summary (all collections received on a daily basis) and forward the same to the Credit Controller / Finance Manager.

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Tasks performed on a regular basis:

- 1) Cash flow projections, Quarterly, Monthly and Weekly
- 2) Creditor List
- 3) Payable Entries
- 4) Purchase Entries
- 5) Financial Analysis
- 6) Cost Control

Projects:

- Relocation of Tube City office in Emirates steel.
- Scrap cutting project in NPPC.
- Supply of welding and building materials to Trojan holding.

HUMAN RESOURCE ASSOCIATE (PART TIME)

FIRST CALL CONTRACT SERVICES LTD, LUTON, LU1 2QH

March' 12 to July' 13

- Providing recruitment support for the hiring needs of Royal mail (Luton) and Amazon (Milton Keynes).
- In charge of the pre-screening process which can be done via face to face or over the phone, which assesses the basic communication skills of the applicants to see if they fit the minimum required qualifications of the hiring needs.
- Develops and maintains a network of contacts from various corporate entities to identify and to source qualified candidates.
- Creates reports on the hires of the various partner agencies after scrutinizing the specifics of the application process that their candidates underwent.

EXECUTIVE ASSISTANT

VISWAS EXPORT (Cashew Exporters), KOLLAM, KERALA

May' 09 to August' 11

- Cash and Petty Cash Custodian.
- Bank Transactions- Disbursement and Deposits and Reconciliation
- Purchase and Accounts Payable
- Reporting and filing of related documents
- Preparation of Monthly Payroll
- Keeping the Company Records
- Keeping Employees file, updating the records, tracking leaves, and other related works
- Maintaining office supplies
- Maintaining Computer Systems, through intimating IT Company

EDUCATIONAL ACCOMPLISHMENTS

- Master of science: International Business and Management 2013 University of Bedfordshire – Luton, UK
- Bachelor of commerce: Taxation and Law 2009 S.N. College, Kerala University – Kerala, India
- Higher secondary School: Commerce 2005 Our Own Indian School- Dubai, U.A.E.

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SKILLS AND TRAINING

- Attained an overall score of 6.5 in IELTS (2011)
- Gained 'A grade 'in Market based management challenge on an Event management organization which included case study and video presentation (2013)
- Has done case study on the business status of SONY and Barclays (2013)
- Received training on HSE management provided by Emirates steel and NPCC (2015)
- Received training on computer skill including Tally 6.5 and peach tree (2009)