

MOHAMED FAZIL VENKITTA

B-Tech in Mechanical Engineering



CONTACT

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- Malappuram, Kerala

ACADEMIC CREDENTIALS

Graduate Diploma in Operations and Production Management

- Manukau Institute of Technology (MIT), Manukau, New Zealand
- March 2018
- First class

Bachelor of Technology in Mechanical Engineering

- Ammini College of Engineering, Kerala, India
- April 2014
- First class
- Elective: Quality Engineering and Management

PERSONAL STRENGTHS

- COMMUNICATION** – Excellent communication skills and customer services in English (IELTS Score: 6.5 in 2016) Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language
- ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- MANAGEMENT**-Management skills to direct others and review others performance.

CAREER ABRIDGEMENT

To achieve a sound position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

PROFILE SUMMARY

- A level-headed, calm and unflappable individual who has experience in Operations Management, Production Management, Ware house and logistics management, Sales and Marketing, Engineering Management, Purchasing, Business Development, Documentation & Educational consultation
- Holder of Graduation certificate from New Zealand and Bachelor Degree from India
- 5+ years of experience in GCC countries (I had frequent visit in UAE), India and New Zealand

KEY SKILLS

- Team Work
- Work Ethic
- Communication
- Leadership
- Organization skills
- Time Management
- Interpersonal ability
- Detail Oriented
- Punctual
- Quick Learner
- Hardworking
- Analytic Skills

EMPLOYMENT CHRONICLE

OPERATIONS MANAGER | Jan 2021 – Dec 2022

ALBEDO, Manjeri, Kerala, India

- Consult and Arrange meetings with clients and guiding most appropriate educational system
- Guide the team to achieve Target sales
- Software management and finance management
- Develop and implement new educational ideas to benefit organization

DEALER | Mar 2019 -Dec 2020

CM NRI Service, Alappuzha, Kerala, India

- From the job cards; purchase products that meet the needs of the customers.
- Collect couriers and make on-time deliveries.

ASSISTANT PURCHASE MANAGER | May 2018 – Sept 2019

El Asmari Imports and Exports, Al Ahsa, Saudi Arabia

- Do research and market study about products which company focused to target sales
- Deeply analyse quality and market demand of products to give final report to company
- Travel to different places and countries to study market of the products and purchase it

ACHIEVEMENTS

- Graduated as top student of MIT for industrial project
- Served as team leader for college project team

COMPUTER PROFICIENCY

- Operating Systems: XP, Windows 7, 8, 10
- M.S Office (Word, Excel, Outlook, Power Point), Office 365
- Software: AutoCAD 2013, HAP, Solid Works, Beta Industrial LLC, Adobe Photoshop, DTD

PERSONAL DOSSIER

Date of Birth : 25-11-1991
Nationality : Indian
Gender : Male
Religion : Islam
Passport : U4949250

LANGUAGES KNOWN

Fluency in speaking for the following,

- English
- Hindi
- Malayalam
- Tamil

DRIVING LICENCE

Holder of valid Driving Licence

- India
- New Zealand
- Saudi Arabia
- New Zealand licence is directly eligible to convert UAE driving licence

REFERENCE

- Available upon request

- Clear all documents for transportation, clearance, and invoices and update with company
- Make sure all the payments and documents has done clearly and transportation initiated
- Sales and marketing in KSA

GOODS INWARDS COORDINATOR | Aug 2017 – Jan 2018

Cabinet Wholesalers, East Tamaki, Auckland, New Zealand

- Matching goods in packages with expected orders, identify inaccurate and missing orders then make an attention for the back ordered items and note down ETA
- Filing appropriate paperwork & maintain project charts for fast and accurate updates
- Attend project meetings as needed also handle special tasks to meet company objectives. Coordinate for product development samples and testing

CARGO OPERATIONS EXECUTIVE | Mar 2017 – Aug 2017

Toll New Zealand, Mangere, Auckland, New Zealand

- Verify all the documents such as packing slips, invoices, certificate of Origin
- Make sure all the packaging has done properly and pickup signed with your Shipment slip
- Dangerous goods should be labelled clearly and it requires certificates of origin
- Screening of the cargo then it goes to the right bay and finally clear customer queries which failed with logistic operators

HVAC DESIGN ENGINEER | Mar 2015 – Sept 2016

HVAC DESIGN ENGINEER TRAINEE | Sept 2014 – Mar 2015

Aghora Infrastructures and Pvt Limited, Kollam, Kerala, India

- Research, design HVAC equipment based on design parameters with engineering team
- Develop a clear outline of computer modelling, design, manufacturing methods, implementation of systems and products
- Analyse systems to increase efficiency by monitoring possible malfunctions & Cost estimation

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

Place :

Date :

MOHAMED FAZIL VENKITA