

# RANEESH REJI. J



## Current address:

Al Khor, Qatar

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**SUMMARY:** I am energetic and forward-thinking, with a track record of driving business improvements through implementing highly efficient control procedures. In the past 9 years I worked with Production Planning, Material Planning, Sales, Accounting and Cost Controlling team coupled with solid Manufacturing and Construction background.

## CORE QUALIFICATIONS

- Good knowledge and experience of Project Controlling process
- Strong knowledge of IFRS
- Knowledgeable of accounting practices and principles
- Robust and reliable, capable of implementing controls, changes and new systems
- Deep knowledge in Production Planning and warehousing procedures & requirements
- Preparation of daily, weekly and monthly Production Schedules and reports
- Timely updating to all concerns about the changes of Master Plan and BOM
- Understanding of effective logistic channel and warehouse processes
- Ability to support Plant Maintenance and Shutdown activities
- Diverse communications and organizational skills
- Oversee daily plant operations.
- Ability to maintain efficient working relationship with team members
- Ability to understand all engineering drawings and designs
- Good communication skills in both oral and written forms
- Skilled to maintain all safety activities
- Hands on experience with SAP – R3 ECC6 upgradation and troubleshooting in a Manufacturing Company

## ACADEMIC QUALIFICATIONS

- Master of Commerce (Finance) from University of Madras, Chennai, Tamil Nadu, India, 2013
- Bachelor of Commerce (Accounting and Business Management) from University of Kerala, Trivandrum, Kerala, India, 2010
- Vocational H.S.E - (Corporate Finance) from Kerala State board (March 2006), Government Higher Secondary School, Kerala, India.
- S.S.L.C- from Kerala State Board (March 2004), Government Higher Secondary School, Kerala, India.

## PROFESSIONAL WORK EXPERIENCE

### Apr 2019- Present: COST CONTROLLER/Gulf Asia Contracting Co/ Ras Laffan, Qatar

- Supervise a team of bookkeepers, accountants, and administrative staffs in all financial tasks for a business with more than 8,000 employees.
- Prepares quarterly budget after consulting with upper management that addresses company objectives for profitability and waste reduction.
- Conduct regular spot checks on planning, material purchasing, receiving, warehousing and issuing
- Conduct periodic reviews with procurement to establish and maintain forecasts for all packages including estimate at completion and expenditure forecasts
- Prepares Logistic report on monthly basis
- Support for the projects on accounting and tax matters
- Coordinate with the Accounting department to the release of cheque payments
- Interface with Planning, Engineering and Supply Chain Departments on issues regarding project costs.
- Providing overall direction for accounts payable activities to ensure prompt payment (60 days) of all invoices.
- Assisting the Quantity Surveyors to prepare monthly statements and final accounts for agreement with the client's designated representative.
- Coordinating with Quantity Surveyors & Contracts Administrator to ensure that all information required is presented correctly and on time.
- Oversee the Internal Auditing processes of Inter-company, Fixed assets and Accounting and financial reporting of all entities.
- Good understanding of Cash Flow management, Payroll management, AR & AP all account reconciliations

### Nov 2016- Nov 2018: ASSISTANT PRODUCTION PLANNING INCHARGE, Al- Jawdah Ceramics., Riyadh, Saudi Arabia.

- Managed daily Master Production Plan in accordance with company guidelines.
- Track material inventory, logistics and ordered additional supplies as necessary.
- Preparing daily, weekly and monthly Production Schedules and reports.
- Perform closely with sales team to ensure proper and prompt process of customer invoices.
- Knowledge of managing productivity, individual targets, and employee relations.
- Shrink and Waste Management.
- Driving and delivering Manufacturing and Warehousing Key Performance Indicators (KPI's).
- Make cost-effective operations adjustments with upper management approval.
- Oversee a work force of 350+ employees in the production unit.
- Monitored the Supply Chain Planning and adjust Production Schedules if needed.
- Strive to reduce expenses and increase productivity across all production lines.
- Ensuring all factory employees follow industry standard of health and safety guidelines.
- Providing motivation, support and guidelines to all employees and communicating all problems or obstacles to senior managers.
- Ensuring compliance with health and safety legislation
- Creating manpower schedules for employees to ensure optimum staffing level.
- Working with senior managers and attending meeting to implement company policies and goals.
- Inspect physical conditions of Plant and Equipment as well as coordinate with Engineering team for repairs requisitions and replacement of equipment.
- Perform all job duties necessary to proving a clean safe as well as pleasing environment to both inside and outside of the Company.

- Plans, organize and controls activities related to Production Planning function by implementing production flow strategies and policies, forecast based on end user's needs.
- Review and revise production priorities and fulfilment Master Production Schedule (MPS) as required by changes in the Production forecast or Production Planning Schedules.
- Develop production schedules detailing all tasks and when they should be completed by to meet predicted completion date.
- Input production data and Bill of Materials (BOM) into the standard excel documents ensuring that the information is accurate and up to date.
- Prepare and issues job schedules work orders and change notices as per Planning changes
- Coordinates and execute scheduling activities for assigned work orders using advanced planning system.
- Monitoring the implementation of corrective action plans and preventing material lack during the job execution
- Monitoring production progress to ensure it is following the schedules.
- Troubleshoot problem that occur during production, including staff shortage and machine breakdowns.
- Determine manpower, materials and equipment needed to cover production demand.
- Prepare production status and performance reports.
- Collaborated with Quality control, Purchasing, Material Planners, Warehouse and other staff.
- Analysing job priority and demands to determine present and future material availability, supply leads and prepares planning and delivery time reports.
- Conducting daily meetings to keep track of production schedules, ensure the finished product meet required quality standards and Sales target.
- Assist in employee training, performance evaluation, retention and termination activities.
- Develops and installs clerical and office procedures and practices, studies production flow, sequence of operations.
- Ensures timely allotment of all materials, man power, production feeds and prepare and implement work orders and plans as required.
- Reporting to the top- level management about material flows, production status, resource status, man power status, plant maintenance, Sales Status and providing easy suggestion for any issues and participating to resolve them.

#### **VOLUNTARY EXPERIENCE**

- ▲ Cleaning and Disinfecting of a Kerala Government Hospital
- ▲ Flood Control Right (Emergency Evacuation and Disaster relief, Kerala)

#### **COMPUTER PROFICIENCY**

Oracle  
SAP- R3 ECC6  
Enterprise Resource Planning (ERP)  
Material Requirement Planning (MRP)  
MS Excel.

#### **PERSONAL INFORMATION**

Nationality: Indian  
Date of Birth: 10 May 1988  
Native Place: Kollam, Kerala  
Language: English, Hindi, Malayalam and Arabic.  
Availability: Immediate  
References: Available on request