

## PERSONAL PROFILE:



**Email: -**  
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**Phone:**  
  
38013989

### Address for Communication:

Vipin Paul  
Bahrain, Manama

### Personal Data

**Date of Birth** :28.06.1990  
**Gender** : Male  
**Marital Status** :Married  
**Nationality** : Indian

### Passport Details

**Passport No** : L4744128  
**Date of Expiry**:26.09.2023  
**Place of Issue**: Trivandrum

### Languages Known:

❖ English, Hindi, Malayalam,  
Tamil

### Hobbies:

❖ Acting  
❖ Travelling  
❖ Playing football & Cricket

## CAREER OBJECTIVE

Seeking a challenging career involving Marketing, Production and Services at any Industry. Have an excellent communication and interpersonal skill with ability to interact with individuals at all levels. Skilled at strong team environments and handling large scale projects.

## EXPERIENCE ( 3 Year GCC)

- 1. Purchase Executive**  
**Rise & Shine W.L.L (Qatar)**  
Type of Industry: Structural Steel and Fireproofing
- 2. Qatar Indo Fabs W.L.L (Qatar)**  
**Purchase Executive ( 2014 to 2016)**  
Type of Industry: Structural Steel fabrication and erection
- 3. Chevrolet India**  
**Service Advisor (May 2013-July 2014)**  
Type of Industry: Automobile

## PROFFESIONAL SUMMARY

**Speaking** - Talking to others to convey information effectively.  
**Critical Thinking** - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.  
**Monitoring** - Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.  
**Coordination** - Adjusting actions in relation to others' actions  
**Time Management** - Managing one's own time and the time of others  
**Active Listening** - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times  
**Systems Analysis** - Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.  
**Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.  
**Complex Problem Solving** - Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.  
**Management of Material Resources** - Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.  
**Management of Financial Resources** - Determining how money will be spent to get the work done, and accounting for these expenditures  
**Quality Control Analysis** - Conducting tests and inspections of products, services, or processes to evaluate quality or performance.  
**Systems Evaluation** - Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.  
**Production and Processing** - Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.  
**Administration and Management** - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.  
**Leadership** - Job requires a willingness to lead, take charge, and offer opinions and direction.

## SOFTWARE KNOWLEDGE

- ERP ( Enterprise Resource Planning)
- AUTOCAD
- MS OFFICE
- Windows

## PROFESSIONAL STRENGTH

- Possess good decision making and time management skills.
- Effective supervisor and coordinator.
- Good problem solving and communication skills.
- Good team player.
- Ability to work under pressure and handle multiple task

## ACADEMICS

Year of Passing	Board/University	Course	Percentage
2013	ISME	MBA(Project Management)	A- Grade
2011	ISME	BBA(Production Management	A-Grade
2008	Govt HSS Aruvikkara	12th	66.89
2006	Govt HSS Aruvikkara	10th	70.80

## CO CURRICULAR ACTIVITIES & ACHEIVEMENTS

- Coordinating Member of National Service Scheme
- National winner of Best Volunteer (National Service Scheme)

## DECLARATION

I hereby declare that the above mentioned information given by me is true and correct to the best of my knowledge and belief. I understand that any miss statement described herein may lead to my disqualification or dismissal if engaged.

Thanking you in advance for an early response.

Place:  
Date:

With Regards,  
**Vipin Paul**

