

MAHESH CHANDRA S

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Permanent Address

Door No.: 2-13-3/5, “ANIKETHANA”
Near Aganavadi Centre, Kannerthotta,
Post Kotekar, Mangalore – 575022

PERSONAL STATEMENT

Result oriented Manager with expertise in driving office administration and supply chain management. Strong operational manager with strengths in ensuring high satisfaction and result oriented. Good time and Project / Contracts management with good communication and interpersonal abilities to a growing company in need of top-level support.

AREAS OF PROVEN PERFORMANCE

- Human Resource Management
- Planning & Scheduling
- Tendering & Contracts Management
- Supply Chain Management
- Procurement / Purchase
- Vendor Coordination
- Inventory Management
- Stores Management
- Logistic & Transport Management
- Office Administration
- Document Controlling & Book Keeping
- Asset Management
- Accounts Payable / Receivables
- Tally ERP – Accounting software
- GST computation and filling
- TDS, Excise Documentation
- MS Excel, Word, Outlook, PowerPoint
- AutoCAD, Primavera P6, MS Projects

EXPERIENCE

**Shree Lakshmi Traders , Mangalore,
Karnataka**

June 2017 - Feb 2018

Manager - Marketing & Sales

- Conduct economic and commercial surveys to identify potential markets for products and services.
- Formulate, direct and coordinate marketing activities and policies to promote products.
- Identify, develop, and evaluate marketing strategy, based on knowledge of establishment objectives, market characteristics, and cost and markup factors.
- Updating the invoices, expenditure in TALLY ERP and updating the inward and outward of stocks. Preparation of GST calculation and filling the returns.

**ACE Innovative Engineering Services
Private Limited
Chennai, Tamil Nadu, India**

Jan 2015 - May 2017

Manager- Supply Chain Management

- Analyzing the production requirement and ensure the availability of raw materials for smooth operation.
- Appraising vendor manufacturing ability through on-site visits, negotiate prices and terms with suppliers, vendor and freight forwarders. Review of engineering drawing for preparation of BOQ for product development.
- Monitor supplier performance. Preparing of work order / Purchase Orders.
- Preparing Procedure / SOP and maintaining ISO Documents.

- Verifying the supplier invoice and clearing for payments.

F & K Ibrahim Al Shuwayer & Partners, Kuwait

Nov 2008 - Dec 2014

Project Engineer - Tendering cum Planning Engineer, 2010 - 2014

Tendering Executive, 2009 - 2010

Admin Executive, 2008 - 2009

Repeatedly promoted during tenure with F & K Ibrahim Al Shuwayer & Partners, culminating responsibility for coordinating the entire project function in Human resource, Project bidding, Contracts management, Purchase activities, Project Management and handled a team of 10 administrative professionals

- Started my career with F & K as **administrative executive**, Human Resources handling HR planning, Selection process, recruitment process, Payroll process, Compensation process, Training & Development, Performance appraisal etc.,
- Organizing project meetings and managing databases, booking transportation and accommodation, ordering the requirement like stationary, Assets purchase etc.,
- Preparing letters, presentation and reports for the project meetings and preparing minutes of meeting accordingly.
- Managing office budgets. Liaising with staff, suppliers and clients.
- **Document Controller** - Responsible for establishing and maintain an effective document control system. Ensure that all design documents are accurate, up to date and accurately distributed to relevant parties.
- On an opportunity promoted as **Tendering executive**, and, carrying the pre-bid and post-bid activities & preparation of company standard terms and conditions for all subcontracts, service contracts for projects.
- Reviewing engineering drawings in AutoCAD and preparation of Bill of Quantities
- Reviewing the contract documents with actual work progress for the entire life of project for risk monitoring and all possible opportunities are exploited in the most profitable way.
- Preparation of technical documents during project execution stage by preparation of Project Technical Procedures, preparation of project related letters, preparation of project weekly and monthly reports. Monitoring and controlling all project activities.
- Preparation of Alteration drawings through AutoCAD and submits for Variation orders.
- Organizing of project review meetings with clients, contractors and other agencies.
- Promoted as **Tendering cum Planning Engineer**, and, started my career by coordinating information for creating unique program for projects using primavera p6, preparation of project budget & calculation of detailed man-hours, machine hours, resource loading in primavera p6, preparation of project cash flow, preparation of man power calculation & utilization schedule, preparation of short term detailed schedule based on baseline schedule.

**Mohtisham Complexes Private
Limited, Mangalore**

Nov 2006 - Aug 2008

Assistant Manager - Expenditure Management Section

A Company with Inspiration, robust engineering, in house research and benchmark quality go into the making of any endeavor, creating masterpieces of architectural elegance in the city of Mangalore, India

- Coordinate and manage all administrative, contractual and operational aspects of the procurement division,
- Prepare the Purchasing budget for review by the department head. Administer, control and coordinate budget and expenditures. Approve requisitions, field purchase orders, procurement card expenditures and contracts.
- Manage projects with cross-functional team members, significant challenges with information availability, technical requirements and financial complexity
- Developing of purchasing policies and procedures. Formulate, obtain, and maintain policies and procedures for authorization by the Management.
- Preparation of Purchase orders which are in conformance with the Procurement Code. Producing written determination for procurement transactions outside the fiduciary levels (i.e., emergencies) for approval by the Management.
- Measure vendor performance. Cancel contract, suspend or implement debarment proceedings on vendors not meeting performance requirements.
- Plan and manage inventory levels of materials or products.
- Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time.
- Train, motivate, coach, develop, and evaluate assigned professional, technical, and clerical purchasing staff.
- Establish and maintain effective working relationships with other employees, public officials, and members of the general public.

**Integral Component Manufacturing
Private Limited**

Mar 2005 - Oct 2006

Office Manager

- Analyzing the production requirement and ensure the availability of raw materials, planning of moving the semi-finished component to the out sourcing supplier and vice versa.
- Coordinating with logistic executive for timely movement of component by road, air or ship.
- Source for new parts, suppliers or sub-contractors when the need arises.
- Monitor and co-ordinate deliveries of items between suppliers (local and overseas),

- Ensure competent quality execution of all regular purchasing duties and administrative works, Coordinate with suppliers to ensure on-time delivery,
- Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers, Evaluating the Supplier performance as per ISO Standards,
- **Handling Office Administration**
 - Preparing of Pay roll, Employee statutory requirement ESI, PF
 - Liaison activities with central excise department for submission of monthly statements, claiming of duty drawbacks.
 - Preparation of Invoices (Exports), documents related to exports, Packing slip

**Hotel Moti Mahal, Mangalore,
Karnataka**

Oct 2004 - Feb 2005

System Administrator services

- Serve as the primary system administrator for Window servers
 - Monitor system performance and utilization
 - Maintain servers and system security
- Manage backup process and perform data recoveries as needed.
- Ensure systems team supports on request, Respond rapidly to system maintenance needs.
- Managing data base administration developed in FoxPro 2.6 and assisting software development team on improving the process.

**Bharath Roadways, Salem, Tamil
Nadu**

**Jan 1991 - Aug 1996
May 2002 - Oct 2004**

Office Manager

- Manages the supply of logistics-related data to support customers in the day-to-day requirements.
- Consults with assigned clients to understand their distribution networks and determines the logistics resources required to support equipment, safety, personnel and maintenance. Negotiates with supply sources to meet technical requirements.
- Ensure that partners understand and accept Customer guidelines and requirements for all logistics operations, including service and repair.
- Track, analyze and communicate key performance metrics.
- Partners with key cross-functional partners to solicit customer and associate feedback to identify program improvement opportunities for implementation.
- Ascertain industry/logistics best practices to identify new and/or unique programs to differentiate Customer from the marketplace and drive customer satisfaction.
- Responsible for internal communications and presentations.

**Wintech Informatics, Salem, Tamil
Nadu**

Oct 1997 - Apr 2002

Head - Center-in-Charge

- Approaching Colleges and Education institutes and proposing special offers to the students for learning in the institute.
- Assisting the college students for their project works.

- Responsible for equipment maintenance tasks such as managing and installing custom upgrades for customers; replacing cables, components and accessories; maintaining records and drawing schematics of the center to detail what equipment is installed.
- Customer support responsibilities might include escorting customers through the center on tours, responding to customer inquiries and coordinating with other organizations.
- Administrative duties might include scheduling employee shifts, planning for capacity changes, maintaining corporate databases and ensuring compliance with government regulations.

Sree Sasthaa Agencies, Salem, Tamil Nadu

Aug 1996 - Oct 1997

Sales / Administrative Executive

- Brand and product promotion of lubricants to the automotive industries.
- Approaching and suggesting and branding the lubricants for automobile Clients, Heavy machinery industry, Textile industry.
- Purchasing of Base Oils, Additives, chemicals for production of lubricants
- Preparation of purchase orders. Planning and managing inventory levels.

Pentium Computer Academy, Salem, Tamil Nadu

Oct 1996 - Jun 1997

Faculty (Part Time)

- Handling Classes in
 - Operating Systems (Dos & Windows)
 - Intro to computer
 - Microsoft office (MS Word, MS Excel, MS Power Point, MS Access)

**Sundaram Clayton Limited (TVS group)
Railway Product Division, Hosur, Tamil Nadu**

May 1988 - Jan 1991

Draftsman - Mechanical

- Draft and prepare layout drawings for Railway signaling.
- Draft and prepare panel drawing for Railway Signaling system manually and using Auto Cad Software.
- Worked in various project in India, mainly handled Vizag Steel Plant, Howarah Solid State Interlocking system.

Acharya Industrial Training Institute, Bangalore

Dec 1987 - May 1988

Trainer / Instructor

- Assigned as an Trainer / Instructor for handling Engineering Drawing and Work Shop Calculation classes for Draftsman (Engineering Drawing) students.

EDUCATION

- Master Program of Business Administration (MBA) from JANHIMALAY Education's Indian School of Management & Studies – July 2013 - October 2014 (Distance Education)
- Bachelor of Business Administration (Project Management) from Granttown University, USA – April 2014 (Distance Education)
- National Apprenticeship Certificate in Sundaram Clayton Ltd., – Draftsman Mechanical – 1989
- National Trade Certificate – Ministry of Labour from Acharya Industrial Training Institute, Bangalore

COMPUTER COMPETENCY

Application Software

- Honors Diploma in Software Engineering – NIIT, Salem.
- Advance Diploma in Software Engineering Technology in APTECH – Asset (Adset-97).
- Expert in Microsoft Office (MS Word, MS Excel, MS Power Point, MS Access).

Project Management Software & Courses

- Primavera P6.
- MS Project Professional.
- Successfully completed 40 Hrs. training in PMP Course from Silver Management Training Institute, Kuwait.

Drawing & Design Software

- AutoCAD
- Project Management System (PDMS – Aveva) from Petrocon Piping Institute – Mangalore

Other Certificates

- Certificate of Attendance – Understanding of Quality Management System (ISO 9001:2008)
- Certificate of Participation – Behavioral Aspects – Basics
- Certificate of Participation – Job Safety Awareness – Basics
- Certificate of Participation – Job Technical Skills – Basics
- Life Saver Certificate – Basic Life Support
- Life Saver Certificate – Basic Fire Safety and Emergency Preparedness

Personal Details

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|------------------------------|-------------------------|
| ➤ Passport No.: Z 3120198 | Valid Up to: 09-03-2025 |
| ➤ Date of Birth : 05-09-1968 | Age – 49 years |
| ➤ Sex – Male | Status – Married |

I hereby declare that the above experience and the points represented are true and correct. In case of any reference required it shall be presented.

Yours Truly

Mahesh Chandra Someshwar