**Biju Joseph P T**

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**OBJECTIVE**

**Seeking the Challenging Position In Any Industry.**

**…………………………………………………………………………………………………**

* **PROFESSONAL SKILLS**
* Having Good Command for Coordination, Communication & Monitoring with Clients, Sub-contractors & Vendors.
* Appraise Order planning packages, evaluate achievement on schedule, resources and make corrective action to meet the overall schedule, Monitor project status .Deep Knowledge of Selection & application of Consumables for various material combinations. knowledge of refrigerant types, environmental impact, and gas reclamation procedures and equipment.
* Profound skill in the use and maintenance of tools and equipment of the trade; in welding, brazing, soldering.
* In-depth ability to prepare written reports; to communicate effectively both orally and in writing; to work in, on, around, over and under fixed equipment and machinery.
* Believe in Teamwork, positive thinking & positive Approach

**EXPERIENCE PROFILE**

**Excel Refrigeration & Bakery Equipments, Bangalore**:

Reputed Manufacturer of Hot & Cold Display Units, Water Coolers, Chillers & Bakery Equipments.

Designation : PURCHASE/SALES Manager.

Duration: Jan 2009 – Till date

Responsibilities:

* Setting up the weekly, monthly, quarterly procurement plan.
* Procurement of raw material from national and international market.
* Development of alternative local sources for imported raw materials which helps in cost saving.
* Purchasing machines with improved technology to increase production.
* Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
* Inviting and allotting tenders.
* Liaison with the production department to maintain optimum inventory.
* Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
* Liaison with finance department for timely payment of bills.
* Developing reports on procurement and usage of material for top management.
* Daily training, motivation, and supervision of 18 full-time and part-time inside sales staff
* Develop and maintain direct mail campaigns, advertising schedules, and sales budgets
* Represent company and interact with potential clients at 3 trade shows per year
* Developed and maintained expense and revenue budgets
* Built a nationwide network of independent fundrai
* sing distributors who marketed our products

**Excel Refrigeration & Bakery Equipments, Bangalore**:

Designation : Production Manager

Duration: Jan 2006 – Dec 2009

Responsibilities:

* Determine safety precautions and observe safe and effective work methods; complete daily duties in a timely and effective manner.
* Prepare and maintain various logs and records on work performed; request required materials, supplies and equipment.
* Direct work of semi skilled assistants on a specific job.
* Provide instruction on proper work procedures.
* Gather information and interpret analyses and calculations.
* Perform related duties and responsibilities as required.

No. of Manpower Handled**:** 3supervisors, 5 Charge Hands, 50 Technicians/ helpers**.**

Reporting:to Managing Director.

# **Educational Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **University/ Board** | **Name of Institution** | **Year of Completion** | **Percentage** |
| **MBA- SALES**  **& MARKETING** | **Magadh University** | **Gaya College, Gaya** | **2005** | **64%** |
| **BBM** | **Magadh University** | **Gaya College, Gaya** | **2003** | **66%** |

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# **Personal Profile**

# **Age : 33 yrs**

**Date of Birth : 6th October 1982**

**Gender : Male**

**Marital status : Married**

**Areas of Interest : Listening to music & playing Chess.**

**Father’s Name : THOMAS PP**

**Languages Known : English, Malayalam, Hindi, Kannada**

**& Tamil.**

**Declaration**

I hereby declare that the above statements furnished are true and fair to the best of my knowledge and shall be produced on request.

Place: Bangalore **Biju Joseph PT**