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**Dear Sir,**

## Re : ****Manager Logistics – Facilities and Transports****

Please find herewith attached my Curriculum Vitae for the above position.

At the outset, I would like to introduce myself as a Senior Executive, presently working with Al Reyami Group of Companies as Facilities Manager for the past three years. Al Reyami Group has established itself as customer friendly representative of top class diversified group having 30 companies under it. The core businesses are Office furnishings, Turnkey projects and Office Interiors, Construction, Glass & Aluminum, Shipping & Travel etc... The company has offices in UAE, China and several locations in India and employs over 8000 workforce. Prior to joining Al Reyami, I had worked as Logistics Officer in the Indian Air Force for 20 years in Logistics Branch.

It will surely be in order to mention that my exposure in varied organizations has given me rich knowledge & experience in Security, Administration, Purchase & procurement, Finance, Public Relations, Liaison and Organizational Capabilities.

I am keenly looking forward for a personal meeting with you, which shall enable me to prove my credentials.

With Warm Regards,

Sincerely Yours

**(Thanooj M.K.)**

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**Thanooj M.K.**

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**Objectives:** Make Administration the pivotal partner in accomplishing the Organization's business plans. Achieve well beyond contribution to the bottom line.

Summary:

* Accomplished senior executive with right blend of Administrative expertise and an outstanding track record of excellence.
* Leadership skills to create a high quality, productive and caring work environment that is client-focused and supports changes and improvement.
* A Team player and a warm outgoing person who builds friendships and networks easily.
* Thorough understanding and exposure to large-scale office management system.
* Motivated, self-driven, disciplined and team builder with the bandwidth and capabilities for good planning, organizational and project execution skills in a multi-task environment with constant focus on quality.
* A strategic thinker with an ability to anticipate future needs while minimizing risks.
* Can prioritize the urgency of competing demands, juggle multiple tasks, and follow them through to completion.
* High level of energy and ability to energize others.
* Consistently track and measure service quality to orchestrate people, schedules, and resources for optimum productivity, efficiency, and quality.

### Indian Air Force

Joined in the Indian Air Force as an Air warrior on 12 Oct 1987 and retired as a Logistics Officer after completion of 20 years of service in different part of the country with different type of jobs in Department of Logistics Branch and retired on 31 Oct 2007.

### Self Assessment:

A forthright, disciplined, systematic and result oriented executive who sets high standards by personal example. Integrity, loyalty to the organization and having obsession to fulfill the tasks are my forte. An extrovert by nature and self-starter, have excellent communication skills, proven leadership qualities and par excellence interpersonal relations. Have always been graded **EXCELLENT** by my professional superiors, liked by peers and respected by subordinates.

**Core competencies:**

Logistics: Handled one of the biggest Logistics department with manpower of 87 people which includes the job responsibilities of receipt and dispatch of various consignments like Clothing, Air Craft components, MT Spares and Oil and Lubricants by Sea, by Road, by Rail to various places. Assigning work adds or deletes duties and distributing work among co-worker and others. Preparing Performance evaluation. Responding to complaints and grievances. Associating in developing the transportation department over a period of 20 years.

Successful Implementation of Integrated Material Management On Line System (IMMOLS) conducted by M/s TATA Consultancy Services New Delhi, India in Indian Air Force for the Material forecast, provisioning and procurement of various types of spares online.

Experience in handling various types of stores like Petrol Oil and Lubricants, underground tire store Clothing and Ration stores and ware houses for heavy equipments for Air Craft and Radar components.

Forecast requirement, Provisioning, Procurement and Purchasing of materials from suppliers after local market survey, correct identification of items with lowest price and supply the materials in time.

Safety and deployment of Security of the personnel, operating of various types of fire fighting equipments and experiencing in emergency activation drill. Maintaining Security area with full alert and deploying security Guards on time.

Experience:

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| --- | --- |
| Apr’08 Till Date | Manager – Logistics, Facilities and Transports  |
| Al Reyami Group, Dubai, UAE URL - www.reyami.com |

Al Reyami stands out as one of the most vibrant and at the same time a very stable company in UAE. It has established itself as customer friendly representative of top class diversified group having 30 companies under it. The core businesses are Office furnishings, Turnkey projects and Office Interiors, Construction, Glass & Aluminum, Shipping & Travel etc... The company has offices in UAE, China and several locations in India and employs over 8000 workforce.

###### **Major Job Responsibilities:**

###### Managing and administering the company's Administration and Security Function, in a multi location office setup/ multi product divisions to meet the business requirements.

Designed, Created and implemented integrated fleet management plan for Al Reyami Group Dubai for the fleet of 450 Vehicles which include trucks and tractors Heads united and Flatbed/Tipper Trailers and controlling of these fleet management as a Vehicle Controller of Al Reyami Group for the past 3 years which includes refilling of salik account and liaising and issue of petrol cards from ENOC to all the vehicle users and monitoring on monthly basis.

Implementation of Centralized Property Management system by acting as a Property Manager and handling various properties of the Al Reyami Group in connection with Dubai and Sharjah municipality.

Building Maintenance and contracts of the Al Reyami Group,

To facilitate the requirements of the Building occupants to do their job properly by providing the maintenance facilities and housekeeping in all the Main Group Head Office building managing with two heavy chiller with BMS operating system under centralized air conditioning system.

Induction of waste management system in Group companies of entire Al Reyami Group premises by making an agreement with waste management companies and disposing the same without any violation from the municipalities. Arrange to collect scrap materials from various sites and dispose as scrap.

Providing administrative and welfare support to all the drivers of Al Reyami Group.

Supervision of mail services of entire Al Reyami Group, Annual Renewal of Post Boxes, monitoring and distribution of utility bill and payments.

**Education**

* Graduate
* Inventory Management in Unix and Oracle
* Assistant Security and Fire Officer Course
* Integrated Material Management On Line System by M/S Tata consultancy services Data Entry Operator
* Application course in computer from Lancer Technologies
* Successfully completed Security Manager courses conducted by Dubai Police Academy and awarded with 80.80%
* Material Management course from Admin Training Institute and experienced in Indian Air Force.

**Personal Details**

Address : Dubai, UAE

Nationality : Indian

Passport No. : G5440632 valid till 09 Jan 2018

Driving License : India & UAE D/L

Marital Status : Married

**References**

* Will be provided later on request.