

K.P.Muraleedharan Nair

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CAREER OBJECTIVE

Efficient professional with 34+ years of experience and proven knowledge of human resources affairs, payroll, and employee/labor relations. Aiming to leverage my skills to successfully fill the Manager- HR & Administration role at your company.

EXPERIENCE M/S. DELITE SYSTEMS ENGINEERING INDIA PVT LTD., Mumbai, Maharashtra

Manager -HR & Administration, Feb 2015 – September,2020

- Preparing Salary, P. F & ESIC.
 - Managing tenders, general administration, and internal team co-ordination.
 - Managing the registration procedures of UAN & KYC and ensuring the full and final settlements of employees.
 - Coordinate with Site Managers on their day-to-day tasks.
 - Coordinate with Airports Authority of India officers at various airports for tender related queries and their associated supply issues and resolving it.
 - Following up with the authorities for purchase orders, related airport works, payments, bank guarantees, and EMD payments.
 - Responsible for the operations for import materials, coordinating with shipping companies, CHA and verifying their documents ensuring that they made the customs duty pay within the time limit.
- Managing the goods transportation to the factory, their dispatch to various airports and following up with the transporter and the airport authority officials to ensure that the goods reached safely.

M/S. ORLOV METALS & ORES PVT.LTD., Mumbai, Maharashtra

Manager-Operations, Nov 2013 - Jan 2015

- Responsible for cost-effective shipping line for freight and CHA for clearing & forwarding charges.
- Coordinate with suppliers for delivery, transporters and CFS.
- Verifying export invoices and managing the administration.

M/S. VIJAY SABRE SAFETY PVT. LTD., Mumbai, Maharashtra

Manager- Purchase (Fire Protection Division), Nov 2011 - Oct 2013

- Vendor management, preparing quotations and evaluating the commercials and technicalities with the respective teams.
- Negotiating, finalizing, and issuing the purchase orders.
- Monitoring and verifying the Q&A of the materials.
- Verifying the invoices, documents, and approvals for payment.
- Interacting with the production department and planning procurement.
- Managing the administration, preparing MIS reports and correspondences.
- Managing the payments, stating accounts and bills to business associates.

M/S. KAJARIA PIPES, Mumbai, Maharashtra

Manager- Administration, Jan 2010 - Oct 2011

- Leading and managing the administration team and ensuring that each team member's assigned tasks are precisely performed, executed, and delivered within time frames.

- Reviewing the development on administration policies, planning & implementing admin procedures & policies, researching recruitment information, transportation, identifying procurements necessities, assisting procurement teams, and proving admin support and necessary training to new joiners.
- Managing vendors, billing processes, negotiating discounts and credit facilities.
- Managing contracts and AMC's.
- Streamlining and finalizing the billing process and ensuring all vendors are paid on time and within credit timelines.
- Managing repair, maintenance, and renovations department.
- Responsible for office item's inventory record maintenance and ensuring the effective use of existing stock.
- Involved in setting, conducting interviews, and screening new candidates.
- Analyzing the performance appraisals, salary increments for department personnel, preparing the employees' salary, P.F & ESIC.

M/S. V.K.S. PROJECTS PVT. LTD., Mumbai, Maharashtra

Manager- Stores & Purchase, Jun 2009 - Dec 2009

- Negotiating, finalizing, and issuing the purchase orders.
- Monitoring and verifying the Q&A of the materials.
- Verifying the invoices, documents, and approvals for payment.
- Interacting with the production department and planning procurement.
- Vendor management, preparing quotations and evaluating the commercials and technicalities with the respective teams.

M/S. SHREE GHANSHYAM AUTO PARTS PVT. LTD., Mumbai, Maharashtra

Manager - Purchase & Office Administration, Dec 2005 - May 2009

- Monitoring and verifying the Q&A of the materials.
- Interacting with the production department and planning procurement.
- Planning and executing administration tasks with respective teams.
- Negotiating, finalizing, and issuing the purchase orders.
- Vendor management, preparing quotations and evaluating the commercials and technicalities with the respective teams.
- Verifying the invoices, documents, and approvals for payment.

M/S. NAHAR CONSTRUCTION, Mumbai, Maharashtra

Store Officer, Jul 2004 - Nov 2005

- Researching and executing various functions of the store department.
- Examining physical stocks on a monthly, half-yearly and annual basis and addressing the materials associated issues.
- Assisting the management in planning, placement, and execution of orders.
- Preparing MIS for management and coordinating with accounts & purchase department regarding complete functioning of store department.
- Maintaining stock registers, records, and other relevant documents.

THREEAR POLYMERS PVT.LTD., Mumbai, Maharashtra

Manager - Administration, Jun 2002 - Jun 2004

- Responsible for the day-to-day tasks of various departments.
- Liaising with competent authorities, preparing salary and other employee welfare-related records such as P. F, ESIC, attendance.
- Maintaining necessary contracts, company documents and other assets of the company.

M/S. CONIN ENGINEERING LIMITED, Mumbai, Maharashtra

Office In charge, Jun 1986 - May 2002

- Leading and managing the administration team and ensuring that each team member's assigned tasks are precisely performed, executed, and delivered within time frames.

- Reviewing the development on administration policies, planning & implementing admin procedures & policies, researching recruitment information, transportation, identifying procurements necessities, assisting procurement teams, and proving admin support and necessary training to new joiners.
- Vendor management, preparing quotations and evaluating the commercials and technicalities with the respective teams.
- Verifying the invoices, documents, and approvals for payment.
- Analyzing the performance appraisals, salary increments for department personnel, preparing the employees' salary, P.F & ESIC.
- Preparing MIS for management and coordinating with accounts & purchase department regarding complete functioning of store department.

EDUCATION UNIVERSITY OF CALICUT Calicut, Kerala

Bachelor of Arts (B.A.) Economics (Jun 1986)

SKILLS

- Team & Staff Management
- Scheduling & Planning
- Supply and Inventory Management
- Employment contracts & Recruitments
- Administration, Management & Human Resources
- PF, ESIC, Central Excise, Custom Clearance, Logistics