

# TOM JOHN

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## SYNOPSIS

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- ✓ Total 9 Years' Experience in Engineering & Management sector (Including International)
- ✓ Familiarization with Hospitality, Production, Engineering field.
- ✓ Exposure in the field of Electrical, Planning, Production, Operations, Procurement, Administration, HR, Coordination & HSE.
- ✓ Worked with WhiteBox International, G.M.S.H, Yang Wing Int'l Co.Taiwan, B.C.M.C.H, Power On Electricals

## AREA OF EXPERTISE

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- ✓ Supported with document side and development of data sheets.
- ✓ Should be reporting to the management to update daily activities.
- ✓ Provided technical support to all works and other activities in company.
- ✓ Coordinated with team leaders to ensure efficient operations
- ✓ Manage to connect the entire department needs from all aspects.
- ✓ Provide inspired leadership make important policy, planning, and strategy decisions
- ✓ Handling Team management.
- ✓ Reviewing Develop, implement of operational policies and procedures.
- ✓ Help to promote top performance.
- ✓ Oversee budgeting, reporting, planning, and auditing.
- ✓ Co-ordinating with the whole team
- ✓ Reviewing support worker communication with the management team.

## WORK EXPERIENCE

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### Operation Coordinator - White Box International LLC, Dubai

Period: APRIL 2021 – Present

- Coordination for submission of Bills and payment.
- Maintain records of goods ordered and received.
- Prepare and process the LPO, Delivery Notes etc.
- Maintaining cordial relations with all clients and suppliers.
- Preparing sales reports and maintaining employee documents.
- Issuing and developing an approved suppliers list.
- Ensure the purchased products quality and price
- Review and analysis all vendors supply and pricing.
- Handling the running and general activities of the organization.
- Preparing quotes and proposals for various projects
- Doing cold callings to revive old and sleeping accounts and try to generate new business.

- Follow up's on the AMC and license renewals before expiry
- Follow up's with the internal project team to ensure smooth execution and providing support to the internal team.

## **Operation Manager - Guardian M.S Hospital, India**

Period: OCT 2019 – JAN 2021

- Devised, deployed and monitored processes to boost long-term business success and increase profit levels.
- Accelerated efficiency of operations by controlling budgets, overseeing customer accounts, managing scheduling and driving meetings.
- Developed project management roadmap to define project objectives, timelines and milestones.
- Established positive and effective communication among unit staff and organization leadership, reducing misunderstandings and late tasks.
- Boosted team performance with enhanced employee evaluation processes.
- Implemented policies and standard operating procedures for continuous improvement.
- Conducted performance reviews each quarter, offering praise and recommendations for improvement.
- Documented action plans, quality initiatives, and team performance.
- Developed and implemented daily operations plans such as delivery routes, employee assignments and promotional strategies.
- Developed and maintained relationships with customers and suppliers through continual communication.
- Implemented incident management responses, including troubleshooting, root cause analysis and issue resolution.

## **Operation Engineer- Yang Wings Int'L Co Ltd., Taiwan**

Period: OCT 2018 – SEP 2019

- Applied performance data to evaluate and improve operations and forecast needs.
- Procured materials for squadron maintenance and repair services.
- Preparing plans for the purchase of equipment, services, and supplies.
- Following and enforcing the procurement policies and procedures.
- Reviewing, comparing, analysing, and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.
- Maintaining good supplier relations and negotiating contracts.
- Researching and evaluating prospective suppliers.
- Preparing budgets, cost analyses, and reports.
- Evaluated internal needs and developed plans for maintaining optimal supply levels.
- Maintained current understanding of pricing structures, market conditions and trends in industry.
- Built relationships with vendors to negotiate ideal terms for purchases.
- Input, analysed and reported on data covering all aspects of procurement operations.
- Developed policies and procedures for operational processes to comply with standards and regulations.

## **Operation - B.C.M.C Hospital, India**

Period: JAN 2016 – SEP 2018

- Processed inbound and outbound shipments with high accuracy and efficiency by effectively directing associate teams and managing inventory processes.
- Enhanced operational efficiency and reduced labour expenses by developing and optimizing standard practices.
- Created and implemented strategies for improving operational efficiency and accuracy.
- Compare and evaluate offers from suppliers
- Negotiate contract terms of agreement and pricing
- Track orders and ensure timely delivery
- Review quality of purchased products
- Enter order details (e.g. vendors, quantities, prices) into internal databases
- Maintain updated records of purchased products, delivery information and invoices
- Prepare reports on purchases, including cost analyses
- Monitor stock levels and place orders as needed
- Coordinate with warehouse staff to ensure proper storage
- Attend trade shows and exhibitions to stay up-to-date with industry trends
- Reviewed documentation such as invoices and shipping paperwork for accuracy and compliance.
- Motivated and trained employees to maximize team productivity.
- Reviewed and assessed ongoing operations, developing initiatives for continuous process improvement.
- Monitored daily and weekly key performance indicators to maintain on-track status.
- Oversaw daily operations, including inventory management and supervising work of team-members.

## **Project Engineer - Power On Electrical Designers, India**

Period: JUN 2013 – DEC 2015

- Prepared and reviewed engineering specifications, scopes of work, schedules of payments and other documents.
- Designing & arrangements of various supported Electrical equipment's & selection of cables for plant including layouts & schematic diagrams and calculation of technical Sizing.
- BOQ/BOM. Drawing/Document submission/approvals, scheduling, Factory inspections, proving the guaranteed prepared a generalized check list for review of all standard and AMC / Service Support.
- AutoCAD, Sketch Up, Google Earth or comparable programs.
- Responsible for operational level understanding of the requirement of the client/customer, Site Visits, Site feasibility & Systems Design and complete execution. Able to check site feasibility and provide the best suitable option for enhancing suitability.
- Complete timely installation/erection/commissioning of system.
- Participating & submitting the new projects of E-tenders.
- Performed constructability reviews encompassing independent, structured assessment of construction bid documents.
- Controlled engineering activities to maintain work standards, adhere to timelines and meet quality assurance targets.
- Supported leaders throughout decision-making and launch by providing regular compliance

- reports to drive process improvement and corrective measures.
- Liaised with company executives and project managers to acquire resources to move projects forward.
- Maintained records of cost and quantity information for each project and engineering discipline

## EDUCATIONAL QUALIFICATION

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- Completed B.Tech in Electronics & Instrumentation Engineering (2013)

## SOFTWARE / CERTIFICATIONS

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- Certified AutoCAD Drafting & Annotation Professional
- Certified AutoCAD MEP Professional
- Certified AutoCAD Electrical Professional
- Certified Primavera Professional
- Photoshop & CorelDraw
- MS Office
- HSE – IOSH MANAGING SAFELY

## STRENGTH

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- Good verbal and written communication skills
- Professional and practical approach to work.
- Willing to learn new concepts and positive towards life.
- Ability to admit mistakes and try to learn from them.
- Having good knowledge of plant safety rules & regulations.
- Skilled in computer operations.

## PERSONAL DETAILS

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➤ Date of Birth	:	28/02/1991
➤ Marital Status	:	Married
➤ Nationality	:	Indian
➤ Languages	:	English, Malayalam, Tamil, Hindi
➤ Passport	:	L4187478
➤ Visa Status	:	Residence Visa

## DECLARATION

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I hereby declare that the above information given by me is correct and true to the best of my - knowledge. If I get a chance to serve your esteemed organization, I will discharge my duties with utmost sincerity and to your full satisfaction.

**TOM JOHN**

Place: Dubai

Date: