



Accomplished and highly organized personal with over 8 years of professional experience in handling procurement, logistics, customer services, warehouse operations And Mech skilled. Committed to utilizing my skills towards reaching the goals of the company.



RASHIDIYA, Dubai



+971 581200370
+91 9744411874



manumuralinair@outlook.com



[LinkedIn](#)

DOB 22 January 1992

Skills''''

- JMJ ERP System
- MS Office
- Odoo ERP
- Price Negotiation
- Project Management
- Effective communication
- Teamwork
- Adaptability
- Time Management
- Problem-solving

Manu M Nair

Experience



October 2018 – January 2022

Sales&Logistics coordinator • **Inkal Ventures Private LTD(Dairy Division)**
(Brand name Milker's- Milker's is the only dairy in Kerala, recognized by the Ministry of Food Processing Industries, Government of India.)

- Sales **allocation and Delivery** coordination
- Delivery **planning** and allocation adjustment.
- Store reports and **asset tracking**.
- **Sales reports** and follow up.
- **Sales delivery tracking and follow up.**
- **Daily allocation and delivery agreement.**
- **Logistics and operations reports**
- Resolving supply, quality, service, and invoicing issues with vendors and implementing management techniques to improve the product and service quality of the company.

September 2013 – June 2018 Mechanical Technical Assistant •

IMB Group of Companies (LAMPRELL in UAE)

(Oil field Supplier.)

- Rig Draw works dismantling & re-assembling
- Rig Top-Drive dismantling & re-assembling.
- Rig Rotary Table dismantling & re-assembling.
- Rig project handling & installation of equipment's
- BOP dismantling & re-assembling.
- Mud Pump overhauling.
- Equipment Alignment & Installation.
- Prepare and submission daily Material back charge report to the client for approval
- Operation of Mechanical equipment.
- Prepare inspection test records of equipment.
- Prepare picture reports and material specification

GRAND MOTORS (EICHER AUTHORISED SALES AND SERVICES IN KERALA) –

JULY 2012 – AUGUST 2013

- Asks customers to explain specific vehicle issues.
- Takes detailed notes about symptoms based on customer testimony.
- Enters customer information into system database.
- Inspects vehicle to further analyze the problem.
- Advises customer on necessary repairs and maintenance.
- Works with customer to formulate the best service plan for their budget and needs.
- Draws up work order.

References

Mr. Nitheesh Sujathbabu
HR & Finance Manager
Inkal Ventures
+91 8590776027
nitheesh@inkaldairy.com

Ms. Ruby ADAP
HR MANAGER
IMB Group
Hamariyah Freezone,SHJ
ruby@imbgroup.ae
+971 507959145

- Assigns service to specific mechanic.
- Assists mechanics in completing repairs.
- Provides cost estimates to customers.
- Answers questions posed by customers.
- Maintains electronic and/or paper records of completed service work.
- Explains the work completed by mechanics and makes suggestion for future maintenance.
- Provides billing statements and explains billing details.
- Processes payments.
- Inspects work completed by mechanics.
- Test drives vehicle before returning it to the customer.
- Trains new service writers.

Jun 2018– Oct 2018

Skill development Executive • **ADDITIONAL SKILL ACQUISITION PROGRAMME GOVT OF KERALA**

Education



- **BBA (Supply Chain Management)**
IBIS Academy – 2021(Studying)
- ***Mechanical Motor Vehicle*** (ITI College of Central Government, Chennerkkara 2012.
- *Higher Secondary Examination from kerala State Education Board 2010*
- *SSLC From kerala State Education Board 2008*

Languages

- English
- Hindi
- Tamil
- Malayalam

Visa Status

Visa Type - Visit Visa
Expiration -June 20, 2022

Home Address

Manu Bhavan, Mudiyoorkonam (PO), Pandalam, Pathanamthitta, Kerala
INDIA. 689501