

ROHINI S NAIR

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Visa Status: Spouse Visa

PROFESSIONAL SUMMARY

- Competent and diligent professional having diverse experience of over 9 years in the areas of HR & Administration, Procurement & Software Development.
- Core competencies in managing varied activities under HRD domain viz. Recruitment, CV Sourcing, Wages / Salary Unit Administration, Employees Welfare & Solid background of Procurement & Supply Chain processes & procedures as well as utilization of engineering background in work effectively.
- Excellent multitasking ability to coordinate with different people simultaneously under demanding situations and the ability to bring out the best in others while creating a healthy and friendly work environment, thus enhancing operational efficiency and optimizing resource utilization.

CORE SKILLS

- Work exposure to MS Office, MS Word, MS Excel and MS Power point.
- Work exposure to Enterprise Resource Planning (ERP)
- Work exposure to computer languages like PHP, C, C++
- E- Procurement, Purchase Order creation, Supply Chain, Supplier selection and liaison, Stock control, Inventory system, Good Receiving, GRN Note Preparation, Quotation Preparation, Documentation both Soft and hard copies, Pricing Confidentiality
- Electronic file management, Accurate data entry, Office supply management, Mail distribution, Overall Office Administration
- Work exposure to HR Domains - Recruitment & selection, CV Resourcing, Employee Welfare, Employee Record Update, Attendance Tracking, Employee Leave Monitoring & Salary Update via WPS system.

EMPLOYMENT HISTORY

ASSISTANT EXECUTIVE – PROCUREMENT (PURCHASE & SUPPLY CHAIN)

DESERT LINE GROUP

Doha, Qatar, January 2020 - April 2023

- Managing purchase administration and order processing of several divisions (including Constructions, MEP, Joinery, Catering, Manpower Tools & PPE, Lathe, Auto parts, Glass & Aluminum) and departments upon request from end users without delay. (In-house as well as projects)
- Provide full admin support to Procurement team in daily operations.
- Evaluate offers from vendors and negotiate better prices and payment conditions.
- Perform data-entry and ensure all documents are properly filed and managed, create and maintain all procurement related database.
- Research new potential vendors, Prepare monthly reports and MOMs
- Track orders and ensure timely delivery.
- Maintained optimal stock levels, constantly verifying quantities in ERP.
- Evaluated supplier quotes for quality and cost-effectiveness, and determine the most desirable option.
- Provided procurement support and guidance for tendering processes.
- Liaise with the Freight Forwarders during International Purchase.
- Act the point of contact between procurement team, management, accounts team and project team in order for the smooth running of projects.
- Assign duties to junior procurement assistant and inventory team.
- Complete the entire task assigned by the Group Procurement Head.

OFFICER – FACILITY MANAGEMENT (ADMINISTRATION, HR ASSISTANCE & PURCHASING DUTIES)

DESERT LINE GROUP

Doha, Qatar, January 2017 - January 2020

- Secretarial Support to Managing Director and Senior Team.
- Support Procurement Team which involves initiating purchase requests and keeping track of the stages through which, each order is routed until receipt and payment.
- Ensure the smooth and timely flow of information within the company to facilitate other business operations.
- Handling day-to-day activities and administrative activities, including selection & staffing, tasking.
- Outsource CV for clients and inter office as well.
- Coordination of Documentation for Tender Preparation for various esteemed clients based in Qatar.
- Backend support to ERP Team.
- Handle enquiries from client side and direct to respective department.
- Coordinating Daily Transport for various Departments.
- Handling Workers' Grievances and reporting to HR Manager and helping to resolve the problems.

TECHNICAL ADMINISTRATOR (ADMINISTRATION, HR ASSISTANCE & PURCHASING DUTIES)

AMIND GROUP W.L.L

Doha, Qatar, January 2016 - January 2017

- Overall Company and Operations Management & provide Secretarial support to CEO and senior team
- Handle requests, feedback, and queries promptly and professionally.
- Quotation Preparation and Invoicing to Clients for Civil work, AC Work & Trading Work.
- Maintain strong relationships with vendors and keep price data in order to get best pricing on supplies and services.
- Point of Contact for Telephone, Email Enquiries, Petty Cash Handling.
- Primary point of contact between the executives and internal/external clients.
- Maintain daily electronic journal, arrange meetings and appointments and provide reminders as needed; maintain master corporate calendar of all conferences, all-hands events, holidays, and vacations.
- Monitor office supply levels; reorder when appropriate.
- Develop and carry out an efficient documentation and filing system for both paper and electronic records of Purchase, Quotations and Purchase orders.
- Delegate tasks as appropriate to other members of the team

SOFTWARE ENGINEER (PHP DEVELOPMENT)

CORUSCATE TECHNOLOGIES

Trivandrum, Kerala, India, January 2014 - January 2016

- Entry Level PHP Developer which involves creating a project that deals with creating a directory for SBI Bank using FPDF.
- Gate way Payment Development, Troubleshooting errors and Backend support to ERP
- Updation in of developed site, new soft codes to Manager and team.
- Providing administrative and clerical support (mailing, scanning, faxing, copying, filing)
- Maintaining HR Data Base, Acting as a point of contact for clients, Tracking accounting information
- Full Admin Support, Documentation & MOM Updation

EDUCATION

JOHN COX MEMORIAL CSI INSTITUTE OF TECHNOLOGY, KERALA, INDIA

Bachelor of Technology - ELECTRONICS & COMMUNICATION ENGINEERING (2010-2014)

REFERENCE

References are available upon Request.