



Tijen Mathew

Operations Coordinator

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Objective

To obtain a position in a dynamic work environment, where experience and professionalism are valued and utilizing exceptional convincing power and a strong ability to retain customers in order to contribute to the company's goal which is required as means for attaining company success.

Work experience

Operations Coordinator / [Yasin Khamis Technical Service LLC](#) Dubai.

Since October 2021 to till date

Clients deal with: Real Estate, Facility management. and Contracting Sector
(Projects, Facility Management, and maintenance Dept.)

Roles and Responsibilities: -

- Activities include: -General maintenance, interior fit out, Glass & Aluminum, civil, MEP.
- Site inspection submitting snag reports.
- As per site visit generating cost estimation.
- Preparation of quotation/Tenders and follow up with client.
- Generate new clients. Project Execution, Meeting with Clients.
- Through Inspection with projects and maintenance works.
- Project execution and market research.
- Negotiation with Supplier for Material Purchase.
- Allocate project and Prepare time schedule to manpower.
- Site coordination, Site Execution Technical meeting with clients.
- Payment follow up for Receivable and invoice submission.

Purchase Executive / [Bumga Trading LLC \(Bumga Group\)](#) Dubai 2017-2020

Mainly deal with manufactures traders, construction companies, Industrial machinery which includes building materials plumbing sanitary Mep materials, wood, Steel, Cement Tiles Marbles, and PPE products.

Roles and Responsibilities: -

- Research potential vendors.
- Compare and evaluate quotations from many suppliers.
- Negotiate pricing and payment terms of agreement.
- Coordinate with warehouse staff to ensure proper storage.
- Track orders and ensure timely delivery.
- Review quality of purchased products.
- Enter purchase order details (e.g., vendors/supplier, quantities, prices) into internal ERP databases software.
- 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.
- Recommend Suitable material to the construction site.

Business Development Executive / [\(CPS GLOBAL\) Trading LLC](#). Dubai 2012–2016

Communicate with traders, construction field which includes Building materials and road safety products (Safety cone, PU post safety Harness, Gloves, Safety Helmet, Safety Shoe safety fence, warning tape, pollard, water Barrier, Solar arrow board, warning lights).

Roles and Responsibilities: -

- Co-ordinate with the Procurement team and HSE manager for safety requirements.
- Market Visits well planned and appointed for Personal, Road safety and Building Materials.
- High-level contacts in Road contracting and construction companies.
- Strong Relation with HSE Dept, Project Dept & Purchase Dept.
- Prepare and deliver pitches to potential investors.
- Research and identify solutions to software and hardware issues.

Technical support Engineer / [\(DIGITECH SOLUTION\)](#). Hyderabad 2008–2011

Worked has a Desktop Engineer contract base in APTRANCO. [Education](#)

[Details](#)

Bachelor of Business Administration / [Osmania University](#) 2008-2011

Diploma in Computer Engineering / [VMR Polytechnic](#) Warangal 2005 -2008

[Skills](#)

Operating Systems	:	Windows 10 MAC OS Windows13.
Packages	:	MS-Office.

[Personal Details](#)

Father's Name	:	C.H. MATHEW
Date of Birth	:	13-JUNE-1987
Nationality	:	Indian
Marital Status	:	Married
Languages Known	:	English, Hindi, Malayalam, Tamil

Declaration

I hereby declare that all the details given above are true to the best of my knowledge and belief.