

Paul Kudakasseril Mathew

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Professional Profile

A high skilled Management Professional Specializing in Administration, Procurement, Sales, Store, Warehouse and Logistics operations. Educated to MBA level in Material Management, with a solid track record within Marble, Granite, Sandstone, Corian, Quartz stone and Artificial Marble Manufacturing. Extensive expertise in established cost effective systems and processes covering quality control and performance management. Combines solid commercial acumen with strong leadership to drive effective change in order to maintain profitable growth. Possesses exceptional interpersonal, communication and negotiation skills and the ability to develop and maintain positive relationship from board level to grass roots. A motivational and inspirational leader capable of coaching and empowering individuals to enable them to fulfill their potential whilst ensuring that they make a positive contribution to the business.

Education and Qualifications

MBA : Masters in Business Administration

Career Summary

2011 – 2018 **ADMINISTRATION cum PROCUREMENT MANAGER**
Nabina Marble Factory, Doha - Qatar.

- Instrumental in the achievement of all operational targets across the administrative function, with charge over a high performing team of staff.
- Achieving significant results through the recruitment, training and performance of employees, investing time and energy into individual development through regular reviews and constructive feedback.
- Using advanced planning and strategic skills to communicate expectations and goals, establish an efficient back office operation and ensure full compliance with policies and procedures.

- Accountable for the purchase and management of materials and supplies, maximizing profitability through astute negotiation on price and shrewd control of resources and finances.
- Playing a key role in factory operational improvements, Sales, Fabrication and fixing through leadership and coordination of a number of special projects.
- Dealing with customers and giving good services.
- Assist with recruiting and training new staff.
- Handle office maintenance and manage relationships with service providers.
- Verify vendor bills and coordinate with the accounts team for their timely payment.
- Lead a team of executives and assistants to support the operation and maintenance of the plant.
- Responsible for staff administration, maintain plant organization chart, staff particulars, punch card and timesheets management, vacation, health card and leave records.
- Manage staff transportation, accommodation and company vehicles.
- Liaise with government departments on licensing issues, applications and etc.

2009 -2010 PROCUREMENT MANAGER
 West African Ceramics Ltd., Nigeria.

- Heading up the Purchasing Department, with responsibility for procurement of raw materials, equipment and machinery.
- Additional accountable for the preparation of letters of intent and subcontractor agreements, as well as for the project management of temporary works.
- Boosting quality and reliability whilst securing a substantial reduction in costs by negotiating highly competitive prices with suppliers and vendors.
- Establishing a cohesive and well run operation, with tight control over monthly cost reporting, invoice and purchase order management, plus deliveries and storage.

2001-2009 MANAGER (PURCHASE & IMPORTS)

Crystal Granite & Marble Pvt. Ltd., Bangalore, India.

- In charge of all aspects of the purchasing and import function, securing competitive contracts for the supply of raw materials, machinery and equipment both locally and overseas. .
- Effectively sourcing products and services, including vendor selection, contract negotiation and purchase order management.
- Consistent in meeting production and dispatch targets through advanced materials inventory control management, including warehouse layout planning and analysis.
- Supervising supply chain and logistical activities, ensuring timely distribution of products by collaborating cross functionally to streamline and improve existing systems and processes.

1998-2001 ASSTANT MANAGER (PURCHASE & IMPORTS)

Ceeta Industries Ltd., Karnataka, India.

1991-1997 EXPORT-IMPORT EXECUTIVE

Zabby's Exporter & Importer, New Delhi, India.

Personal Details

Nationality : Indian

Languages Known : English, Hindi, Malayalam, Tamil & Kannada

Others : Participated in Trade Fair, conference at USA, Canada, Dubai & Singapore.