

VIJI VARGHESE VARIKALATHIL

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PROFESSIONAL EXPERIENCE

GRAPHIC GLASS LTD.

Operations Manager

March 2017 to present

- Liaising with various manufacturers and suppliers
- Handling and improvising the procurement processes
- Managing product quality assurance and warranties
- Develop, implement and review operational procedures
- Oversee budgeting, reporting, planning and auditing
- Assist HR with recruiting when necessary
- Provide inspired leadership for the organization

GRAPHIC GLASS LTD.

Production Manager

January 2015 to March 2017

- Expertise in fast-paced manufacturing environment, lean manufacturing processes
- Inventory management of glass sheets, painting materials, and subsidiary products
- Record keeping, and tracking of glass dispatched for further treatment
- Maintenance of polish machine and water jet machine
- Handled safety procedures in order to sustain a safer working environment
- Maintain proper time management of staff and the daily time sheets
- Monitoring stock and system reports

AUCKLAND GLASS LTD.

Service Writer

July 2014 to January 2015

- Carried out complete inventory management
- Performed customer service duties
- Carried out calculations of glass measurements
- Maintained vehicle fleet
- Maintained optimum stock levels

QUALITY ACCESSORIES

General Manager

January 2001 to April 2014

- Managed daily operations
- Handled purchasing of materials
- Performed human resource management
- Handled corporate sales
- Performed inventory management
- Managed collection of debt and outstanding payment

QUALITY TYRE TRADING COMPANY

Operations Supervisor

March 1995 to January 2001

- Assisted in the administration and purchasing activities
- Performed account management activities
- Designated as the final signatory before finalizing stock statements
- Performed collection of debts and outstanding payments
- Handled human resources

BOMBAY GLASS MART

Supervisor

May 1990 to January 1995

- Performed fabrication operations such as glass cutting, glass loading, and glass cutting
- Worked as stock ledger entry assistant
- Performed stock management
- Handled logistics and dispatch of materials

EDUCATION

Bachelor of Commerce
Graduated from University of Bombay in 1990

SKILLS

- Skills in administration and general management
- Inventory management
- Human resource management
- Microsoft Office and computer skills
- Mechanical fabrication operations
- Leadership skills

SPORTS

- Badminton
 - Competed in Auckland Open and won several community championships
 - District level player
 - Served as coach and conducted training camps
- Cricket
 - Active player and served as captain

Referees

Available upon request