

# Shain Robinson

Email: [mailshainrl@yahoo.com](mailto:mailshainrl@yahoo.com)

**Languages:** English, Hindi, Malayalam, Tamil, Arabic

**Location:** Trivandrum, Pin-695127, Kerala, India

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## Professional Summary

Accomplished professional with over 16 years of experience in Logistics, Procurement, Administration, and Human Resources across diverse industries, including US Army Base operations. Proven ability to manage complex property management, procurement processes, and HR functions with a focus on accuracy, compliance, and operational excellence. Adept at leading teams, improving processes, and delivering results in high-pressure environments.

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## Core Competencies

- Logistics & Supply Chain Management
  - Government Property Administration (DynMRO, ARIMS)
  - Procurement & Vendor Management
  - Inventory Control & Compliance
  - HR Operations & Recruitment
  - Training & Team Leadership
  - MS Office Suite (Word, Excel, PowerPoint, Access)
  - Process Improvement
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# Professional Experience

## Property Administrator

DynCorp International – US Army Base, Kandahar, Afghanistan

Nov 2017 – Nov 2020

- Managed government property acquisition, receiving, identification, storage, inventory, reporting, utilization, maintenance, disposition, and close-outs.
  - Conducted monthly 10% inventories, 100% sensitive items inventories, and annual department inventories.
  - Investigated discrepancies in asset documentation and ensured accurate records in DynMRO.
  - Processed all Lost, Theft, Damage, and Destroyed (LTDD) reports and provided corrective action training.
  - Prepared documentation for site-to-site transfers and normal wear and tear of government property.
  - Supported departments, subcontractors, and warehouse operations to ensure compliance with property management procedures.
  - Coordinated logistics with main hubs in the US and UAE for material tracking and shipment.
  - Maintained master hand receipts and conducted quality control inspections.
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## Logistics and Procurement Coordinator

Mohammed Mohammed Otain Cont. Est., Dammam, Saudi Arabia

Feb 2015 – Apr 2017

- Managed procurement of civil, mechanical, and electrical materials from approved vendors.
  - Conducted requisition screening, prepared RFQs, negotiated pricing, and issued purchase orders.
  - Oversaw material inspection, stacking, and inventory management.
  - Coordinated logistics operations and maintained warehouse activities.
  - Prepared monthly budgets and analyzed vendor performance and purchase variances.
  - Processed purchase orders and reconciled vendor statements using Oracle systems.
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## **HR Operations Coordinator**

SAMACO, Rahima, Saudi Arabia

Apr 2010 – Dec 2014

- Managed end-to-end recruitment processes including offer letters and onboarding documentation.
  - Coordinated travel, accommodation, and leave management for employees.
  - Handled timesheet processing, medical benefits, visa processing, and termination procedures.
  - Maintained accurate employee records and ensured compliance with HR policies.
  - Oversaw health, safety, and environment (HSE) requirements for office and accommodation facilities.
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## **Operations Coordinator**

KAB Equipment & Manpower Supply Co., Rahima, Saudi Arabia

Mar 2004 – Jun 2009

- Supervised HR staff scheduling, training, and performance appraisals.
  - Provided HR support on policies, benefits, and payroll issues.
  - Managed personnel records and maintained compliance with US Army standards (ARIMS).
  - Coordinated with managers and staff to align operations and ensure mission success.
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## **Administrative & HR Assistant**

Dodsal Group – Saudi Aramco Project, Rahima, Saudi Arabia

Mar 2001 – Jul 2003

- Delivered daily administrative support to the department and management.
  - Maintained attendance records, performance reports, and procurement tracking.
  - Managed property hand receipts, conducted inventories, and ensured accurate records.
  - Coordinated equipment scheduling, calibrations, and compliance with environmental policies.
  - Supported customer and contractor account management across multiple locations.
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## Education

- **Degree Graduation** – University of Kerala
  - **Technical High School Graduation**
  - **Industrial Training Institute** – Diesel Mechanic
  - **Diploma in Office Automation** – Central Institute of Information Technology
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## Certifications & Licenses

- Indian Driving License
  - GCC (Saudi Arabia) Driving License
  - US Army Base Driving License
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## Languages

- English (Fluent)
- Hindi (Fluent)
- Malayalam (Native)
- Tamil (Conversational)
- Arabic (Conversational)