

# JOBIN JOHN



## SUMMARY

Developing operations professional with a proven track record in optimizing organizational workflows, enhancing team productivity, and ensuring compliance with quality and safety standards. Adept at project management, resource allocation, and procurement coordination to meet budgetary guidelines and schedule demands. Skilled in problem solving, team leadership, and decision making, with expertise in building strong customer relationships and fostering collaboration across departments. Demonstrates a commitment to driving operational excellence while cultivating positive work environments that encourage teamwork and open communication.

## EXPERIENCE

April 2024 - Current

**Operations Manager Aroof Group Contracting Est** | Riyadh, Saudi Arabia

- Managed organisational resources to meet administrative and operational needs whilst adhering to budgetary guidelines and meeting quality and schedule demands.
- Managed daily site operations, coordinating work schedules and project timelines for enhanced efficiency.
- Managed daily administrative tasks, including scheduling meetings and organising files, to support office efficiency.
- Coordinated daily operations, improving workflow efficiency and team productivity across departments.
- Coordinated with architects, engineers, and subcontractors to facilitate seamless project execution.
- Carried out regular site assessments to guarantee compliance with quality and safety regulations.
- Directed the procurement of materials and equipment, ensuring timely delivery and optimal stock levels.

April 2023 - April 2024

**Assistant Manager of Operations V J Enterprises Pvt Ltd** | Adoor, India

- Managed day-to-day operations, facilitating smooth workflow and optimising staff productivity.
- Organised staff rosters, effectively managing resources to cover all operational requirements.
- Developed successful strategies and policies, meeting organisational needs and implementing improvements.
- Monitored operations to keep processes aligned with targets and matching forecasts.
- Coordinated recruitment processes, from advertising vacancies to conducting interviews and selecting candidates.
- Built strong relationships with suppliers to optimise performance and guarantee contract deliverables.
- Negotiated pricing, credit terms and transportation with suppliers.
- Managed office administrative tasks, including filing, data entry, and document preparation, to support overall operational efficiency.
- Monitored staff performance and developed improvement plans.

RIYADH, SAUDI ARABIA  
14232

+966 538837626

jobinjohn61@gmail.com

## SKILLS

- Problem solving
- Team leadership
- Team player
- Project management
- Customer relationship building
- Decision making

## ADDITIONAL INFORMATION

- MEP QS Learner

## LANGUAGES

English: C2

Proficient

Hindi: B2

Upper Intermediate

Arabic: A2

Elementary

Malayalam: C2

Proficient

## HOBBIES AND INTERESTS

- Reading
- Indoor & Outdoor games
- Writing
- Travelling
- Watching movies & series

- Cultivated a positive work environment, fostering teamwork and encouraging open communication among staff.
  - Directed payroll activities, maintaining accuracy in employee compensation.
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## EDUCATION

2023

**Master of Business Administration** | Operations & Marketing  
TKM Institute of Management, Kollam, Kerala

- MBA graduate
- Dissertation in Operations

2021

**Bachelor of Technology** | Electrical & Electronics Engineering  
Aarupadai Veedu Institute Of Technology, Chennai, Tamil Nadu,  
Thiruporur, Tamil Nadu

- CGPA: 77.7%
- Project patent holder

2016

**XII** | Bio-Maths

All Saints' Public School And Junior College, Adoor, Kerala

- CGPA: 70%

2014

**X** | Science

International Indian School, Riyadh, Saudi Arabia

- CGPA: 60%
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## CERTIFICATIONS

- Global Marketing Management, Swayam Nptel
  - Customer Relationship Management, Swayam Nptel
  - Electric Power System, Coursera
  - Entrepreneurship, Cisco
  - Electric Vehicles Part-1, Nptel
  - Value Added Course, Electrical Cadd
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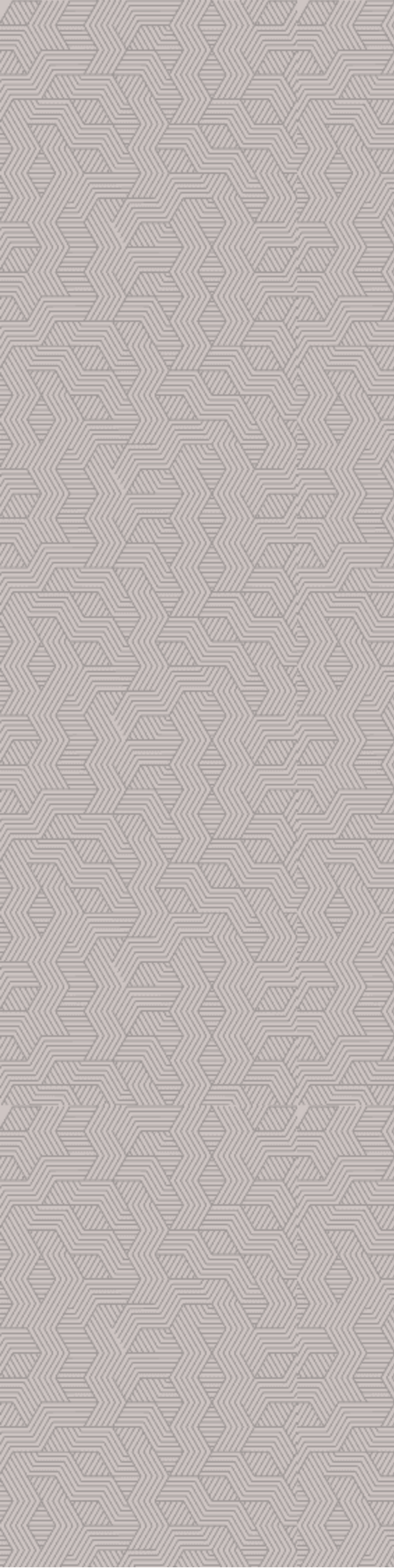
## DRIVING LICENCE

- Valid Saudi Arabian License
  - Valid Indian License
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## PERSONAL INFORMATION

- Age - 27
  - Date of birth - 1997-09-21
  - Gender - Male
  - Marital status - Married
  - Passport No - P6562504
  - Iqama No - 2572203715
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## DECLARATION



I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for correctness of the above mentioned particulars.