

# Malu Michael

Mobile: +97150 2539253 E-mail: [maluanilanton@gmail.com](mailto:maluanilanton@gmail.com)

Address : P.O. Box : 6884, Dubai, U.A.E.

## Supply Chain Professional

### AREAS OF EXPERTISE

- International Logistics
- Buying/ Purchasing
- Expediting
- Vendor negotiations
- Contracts administration
- Organising Shipments
- Sales Order administration
- Letters of Credit handling
- Customer Service
- Sales Support
- Operations
- Invoicing

### EDUCATIONAL BACKGROUND

<b>Masters in Commerce (Finance)</b> Mahatma Gandhi University, India	FIRST CLASS	June 2003
--	-------------	-----------

### CAREER PROGRESSION

<b>Lead Expeditor</b> Weatherford Oil Tool Middle East Ltd., Dubai, United Arab Emirates ( <i>Oil &amp; Gas Industry</i> )	Dec 11- June 16
<b>Sr. Sales Administrator</b> ION International S.à r.l., JAFZA, United Arab Emirates ( <i>Oil &amp; Gas Industry</i> )	Jul 08- Dec 11
<b>Order Administrator</b> Invensys Middle East, JAFZA, United Arab Emirates ( <i>Automation Industry</i> )	Jun 05-Jun 08
<b>Junior Lecturer</b> Marian College, Kerala, India	Jan 04-Dec 04
<b>Guest Lecturer</b> Catholicate College, Kerala, India	June 03-Dec03

## PERSONAL SKILLS

- 11 years of diversified Industry experience
- Excellent communication skills
- Strong and enthusiastic team player
- Confident & proactive
- Strong Academic background

## JOB ROLES

### **Lead Expeditor\* (Weatherford Oil Tool Middle East Ltd., Dubai)**

*Weatherford is one of the largest global providers of products and services that span the drilling, evaluation, completion, production and intervention cycles of oil and natural gas wells.*

1. *First Commercial Production ("FCP") Garraf Field Development Project for Petronas Carigali SB (PCSB). Location- Iraq*
2. *Zubair Project for ENI Iraq B.V. Dubai Branch. Location- Iraq*

### **Key deliverables – Expediting processes and procedures, continuous follow up with internal employees, vendors, fabricators, logistics companies and Site Engineers**

- Single Expeditor for the First Commercial Production Garraf Field Development Project.
- Continuous and constant follow-up with approximately 50-60 Suppliers on Weekly basis to assess their progress.
- Assistance to the Document Control Department for follow-up on engineering documents, drawings and Manufacturing Data Record Books.
- Weekly reporting on the overall Project Progress on the basis of which Planning Department outlines the future course of actions.
- Assistance to Iraq site maintenance office for updates as well any other site deployments (equipment oriented)
- Maintain schedules and track for progress of equipment and site progress on a regular basis.
- Arrange and liaise with vendors for kick-off meetings and further meetings during the construction and shipping phase, as and when the need arises.
- Support to Planning Department
- Single point of contact - Follow up with engineers, vendors, inspectors, planners and QA/ QC. The job leaves the table only once the QA/QC releases the equipment for shipping
- Liaise with Logistics Department to expedite and speed up the movement of Equipment ready and further organise and ensure delivery to site
- Handle logistics procedures for shipping to Iraq
- Cater to any requirements of the project on an Ad-hoc basis.
- Cater to any requirements of the Client on an Ad-hoc basis.
- Reporting hierarchy – Project Manager and Supply Chain Manager.

*\*Joined as Senior Expeditor in Jan 2012 and was promoted as Lead Expeditor in June 2013*

### **Sr. Sales Administrator (ION International S.à r.l., Jebel Ali Free Zone, Dubai)**

*ION is a leading technology-focused seismic solutions company. Its family of companies provides advanced acquisition equipment, software and planning and seismic processing services to the global oil & gas industry.*

#### **Key deliverables – Sales Support, Contracts administration, Internal Purchases, Logistics, Invoicing, Customer satisfaction, after sales service**

- Handling the entire sales process of “Land & Marine Imaging Systems Division” (LISD and MISD).
- Receiving enquiries from customers and providing them with quotes after consultation with Sales Manager and the relevant technical team in the US (working with multiple teams depending on product lines).
- Administering contracts in terms of financial analysis, terms & conditions, signatures from authorized signatories and follow up with customer.
- Liaising with the legal department to ensure contracts are “clean”.
- Ensuring order placement and timely delivery to customer.
- Liaise with freight forwarders for shipping cargo to end user.
- Preparation of shipping documents for hassle free movement of goods.
- Handling LC shipments and documentation.
- Invoice the customer upon delivery of goods or as per terms in the contract.
- After sales service follow-up.
- Timely and apt support to the sales personnel functioning across in India, Russia, China, Pakistan and Europe (work multiple time zones)
- Reporting to US Accounts teams on monthly sales and revenue
- Reporting hierarchy – Sales Support Manager and Global Finance Manager

### **Order Administrator ( Invensys Middle East, Jebel Ali Free Zone, Dubai)**

*Invensys is an MNC specialising in global industrial automation, controls and transportation. Basically it deals with engineering and automation related activities and support.*

*Foxboro, line of products, is the world’s most innovative automation and process control systems, instrumentation and service solutions. Customers rely on Foxboro for lasting resource productivity improvements and dramatic cost reductions.*

#### **Key deliverables – Purchase, negotiation, timely delivery, logistics, Invoicing, MEP, LC handling**

- Handling all Purchase and logistics activities pertaining to “Foxboro” Unit of GCC single handed.
- Placing orders / Purchasing on-line on US Factory & also on local suppliers.(On an average 75-80 orders per month)
- Negotiating with suppliers for better deals in terms of price, delivery & payment terms.
- Vendor management – new and existing.
- Handling LC shipments & LC documentation.
- Continuous follow up with suppliers for timely delivery/ expedited delivery.
- Raising invoices on customers .(On an average 50-60 invoices per month)
- Liaison with U.S. Team for MEP purchases and exchanges.
- Preparation of shipping documents for hassle free movement of material.
- Close liaison with Project Engineers & Lead Engineers to extend full support for timely completion of projects.
- Purchase and invoice support to offices in Kuwait, Qatar, Oman, Saudi Arabia and Bahrain
- Reporting hierarchy - Supply Chain Manager & Finance Department on sales & revenue.

**Junior Lecturer ( Marian College )**

- Junior Lecturer in the Post Graduate Department of Commerce & Business Administration at Marian College, affiliated to Mahatma Gandhi University, Kerala, India.

**Guest Lecturer ( Catholocate College)**

- Guest Lecturer in the Department of Commerce at Catholocate College, affiliated to Mahatma Gandhi University, Kerala, India.

---

---

**COMPUTER SKILLS**

- Working knowledge of SAP & JDE
- Working knowledge of Syteline
- Working knowledge of Pheonix (customised MISD tracking)
- Working knowledge of Salesforce.com
- MS - Office applications
- E-mail applications- Lotus, Outlook

---

---

**LANGUAGES**

English, Malayalam, Hindi, & Tamil

---

---

**PERSONAL DETAILS**

Nationality : Indian  
Date of Birth : 24th December 1980  
Marital Status : Married  
Visa Status : Employment Visa  
Holding UAE Driving License

---

---

**REFERENCES**

Will be provided on request