

MIDHUN XAVIER

MY PROFILE

I am a responsible techno-commercial professional who has carried out different types of project execution in health sector infrastructure installations with sales and service coordination for the past 8 years having a background of BSc Electronics degree and I have a track record of many successful project deliveries with accomplished sales and services closures within its schedule, cost and quality.

I am a highly productivity focused project management personnel and team player with good organizational and motivational skills, willing to learn and striving to improve myself in planning, scheduling, strategy, delegation, and adaptability to keep in pace with demands for innovation and inevitable changes business face on a regular basis. Capability for strategic thinking, factual decision making, multitasking, attention to detail and relationship management add strength to my trait. Hence I have confidence that I would embrace the challenges of the role my prospective employer would entrust me.

KEY SKILLS & AREA OF EXPERIENCE

- Project Tendering/Estimation
- Budgeting & Cost Controls
- Setup execution framework
- Resource planning/Mobilisation
- Stakeholder engagement
- Create and manage deadlines
- Monitoring goals & KPIs
- Organising and prioritising
- Interface coordination
- Logistics & expedition
- Subcontractor management
- Progress measurement and approval
- Variations and Claims Management
- Safety and quality Compliance Checks
- Data analysis and document control
- Sales and inventory control
- Dealer – Supplier coordination
- Invoice management

EMPLOYER SUMMARY

NMC TRADING, Dubai, U. A. E.

Project cum Sales Coordinator (Jan 2013 to Present)

NMC Trading, the trading arm of the NMC Healthcare, is one of the UAE's leading marketing and distribution companies doing sales, service and installation of facilities with prestigious brands in FMCG (Food and Non-food), Pharmaceuticals, Medical Equipment and Consumables, Scientific, Educational and Veterinary products. <https://www.linkedin.com/company/nmc-trading-llc/>

AHALIA HOSPITAL, Palakkad, Kerala, India.

Customer Relations Executive, (2012)

Ahalia Foundation Eye Hospital (AFEH) is the only JCI accredited eye hospital in South India, having ISO accreditation for quality services, infrastructure and service delivery. <http://www.afeh.org/>

PROJECT HIGHLIGHTS

Turnkey Projects and Material Sales (2013 to Present)

- ❖ Carried out Projects and Procurement at NMC Trading
 - NMC Royal Hospital Projects 2019 – 2020
 - ⊕ Abudhabi – NMC Royal Karama, NMC Royal Shahama, NMC Royal Baniyas & NMC Royal Khalifa city
 - ⊕ Al Ain – NMC Specialty
 - ⊕ Dubai – NMC Royal DIP & NMC Specialty Al Nahda
 - ⊕ Sharjah – Al Zahra Hospital
 - Abu Dhabi Central Morgue Project 2017 – 2019
 - Additional projects – Yemen (SKF), Morocco (SKF), Serbia (SKF)... etc. & Abu Dhabi - Stem Cells Clinic 2015 – 2019
 - Coordinating Medical Equipment Projects, Sales and Service at UAE Government and Private hospitals from 2013 – 2015

EDUCATION & CERTIFICATIONS

- ❖ CALICAUT UNIVERSITY (Kerala, India) – **BSc in Electronics**, 2011
- ❖ MS Office applications certificate