



Vignesh Ravichandran

Property Control Management | Inventory Controller

Dynamic and results-oriented Property Control Supervisor with over 7 years of experience in managing property operations and inventory control within high-demand environments. Adept at overseeing comprehensive inventory management processes, including accurate stock levels, cycle counting, and inventory reconciliation. Experienced in coordinating warehouse operations, managing tenant relations, and executing property maintenance schedules to uphold facility standards.

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📍 Dubai, UAE

KEY SKILLS

Property Control | Asset Management | Warehouse Management | Logistics Coordination | Warehouse Operations
Asset Valuation | Loss Prevention | Facility Management | Lease Administration | Performance Monitoring
Property Maintenance | Clerical Support | Maintenance Scheduling | Property Inspection | Contract Negotiation
Stock Audits | Inventory Management | Inventory Reconciliation | Inventory Reports | Inventory Metrics

WORK EXPERIENCE

Property Control Supervisor

Royal Commission Medical Center Hospital | S.M.E.H Company

08/2020 - 10/2023

Yanbu - Kingdom of Saudi Arabia

Achievements/Tasks

- **Property Management & Operations:** Oversee day-to-day property management and ensure efficient real estate operations across multiple sites and implement and manage property maintenance schedules to ensure optimal facility conditions.
- **Inventory Management and Inventory Optimization :** Oversee comprehensive inventory management processes to ensure accurate stock levels, including regular cycle counting and inventory reconciliation. Additionally, develop and execute strategies for inventory optimization, including safety stock management and inventory turnover improvements, to reduce carrying costs and minimize stockouts.
- **Asset Tracking:** Implement and maintain effective asset tracking systems to monitor the movement and location of property assets, ensuring optimal asset management and control.
- **Tenant & Facility Relations:** Manage tenant relations, addressing inquiries and resolving issues to enhance tenant satisfaction and retention. Additionally, administer lease agreements and ensure compliance with contract terms and property regulations.
- **Property Inspection & Maintenance:** Conduct regular property inspections to identify maintenance needs and ensure timely resolution. Schedule and coordinate maintenance activities to maintain property standards and prevent disruptions.
- **Data Analysis and Reporting:** Generate and analyze inventory reports to assess inventory accuracy, track performance metrics, and identify areas for improvement in inventory management practices.
- **Loss Prevention:** Implement loss prevention strategies and conduct regular audits to minimize and prevent unauthorized access to property assets.

Property Control Specialist

Royal Commission Medical Center Hospital | Zahran Operation and Maintenance Company

12/2016 - 08/2020

Yanbu - Kingdom of Saudi Arabia

Achievements/Tasks

- **Property Management and Asset Management:** Oversaw day-to-day operations of property management, ensuring the efficient functioning and upkeep of facilities. Additionally, managed the full lifecycle of property assets, including acquisition, maintenance, and disposition to maximize value.
- **Facility Management and Lease Administration:** Directed facility management activities, ensuring compliance with health, safety, and regulatory standards. Also, administered lease agreements, including renewal negotiations and compliance with contractual obligations.
- **Property Valuation and Asset Tracking :** Conducted property valuations to assess and enhance asset value, supporting strategic planning and investment decisions. Tracked and documented asset locations, conditions, and usage to ensure accurate records and effective management.
- **Vendor Management:** Oversaw vendor relationships, including procurement of services, contract negotiations, and monitoring.
- **Maintenance Scheduling:** Scheduled and coordinated routine and emergency maintenance activities to ensure optimal condition.
- **Budget Management and Contract Negotiation:** Prepared and managed budgets for property-related expenses, ensuring cost control and financial efficiency. Negotiated contracts for property services and maintenance, ensuring favorable T&Cs.

WORK EXPERIENCE

Sales Executive

Shriram Finance and Private Ltd.

2015 - 2016

Achievements/Tasks

- **Sales Strategy Implementation:** Developed and executed comprehensive sales strategies, resulting in a significant increase in client acquisition and retention.
- **Client Relationship Management:** Fostered strong relationships with clients, addressing their needs and concerns promptly, enhancing overall client satisfaction and retention rates.
- **Lead Generation and Conversion:** Utilized innovative techniques for lead generation, consistently converting prospects into loyal clients through tailored sales pitches and follow-up strategies.
- **Contract Negotiation and Administration:** Negotiated and administered contracts with clients and vendors, ensuring favorable terms and compliance with legal and financial regulations.

EDUCATION

Master of Business Administration

Mass College of Arts & Science

2015

A+ Grade

Bachelor of Business Administration

Mass College of Arts & Science

2012

A+ Grade

PERSONAL DETAILS

Date of Birth: 29-08-1991

Gender: Male

Father Name: Ravichandran

Nationality: Indian

Passport No: X6090272

Expiry of Passport: 14-06-2033

Valid Saudi Licence Date: 01-08-2025

Permanent Address: 272/63 New Street,
Govindhapuram, (PO), Thiruvudaimarudur (TK), Tanjore
(DT) PIN: 612101, Tamilnadu (State) India

LANGUAGES

English
Native or Bilingual Proficiency

Hindi
Native or Bilingual Proficiency

Tamil
Native or Bilingual Proficiency

Arabic
Professional Working Proficiency

DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge.

Vignesh Ravichandran