

CURRICULUM - VITAE



NAME: D. PAUL ISAAC GYANARAJ

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Address

Flat 2A, Second Floor, Rajendra Apartment, Lowadih Chowk, Ranchi-834010, Jharkhand

PROFILE SNAPSHOT

- A result oriented professional with 26 years of experience in Business Development, Inventory Control, Certification in Quality Management System (ISO 9001:2015) and Environmental Management System (ISO 14001:2015), National Accreditation for Testing and Calibration Laboratories-NABL (ISO 17025:2017), Client Servicing, Team-Management and Administration.
- Served as Executive Assistant to the Plant Head for over five years.
- Have a strong desire to grow professionally in managerial and administrative cadre.

SKILLS

- Tasks associated with the roles and responsibilities of Executive Assistant.
- Skills in developing and maintaining relations with Key Decision Makers and influencers
- Knowledge to contribute in growth of the business aiming at increased profitability.
- Conducting periodic audits to ensure system based performance.
- Humble and adaptable to mix with internal and external customers.
- Have a great sense of creativity and innovation
- Keen listener and learner
- Very positive under pressure and trials.

EXPERIENCE

<p>Manager – Integrated Management System (April 2012 – April 2021) At Usha Martin Ltd-Ranchi</p>	<ul style="list-style-type: none">• Implementation and Maintenance of ISO 9001: 2015 (Quality Management System)• Implementation and Maintenance of ISO 14001:2015 (Environmental Management System)• Implementation of API Spec Q1, 9th Edition and API 9A, 27th Standard to supply products to Oil and Natural Gas based Industries.• Ensuring maintenance of certifications and their timely renewals.• Executive Assistant to Plant Head.• Performance Review of department personnel and
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	<p>arranging associated training.</p> <ul style="list-style-type: none"> • Ensuring timely completion of targeted assignments. • Review of MIS reports.
<p>Dy. Manager – Sales & Dispatch (Nov 2008 – March 2012) At Usha Martin Ltd-Ranchi</p>	<ul style="list-style-type: none"> • Daily review of Finished Goods Stock • Requisition for Vehicles and their timely placement. • Generation of MIS Reports.
<p>Maple Leaf-Air Canada & GE-Healthcare Genpact, Hyderabad (October 2006 – October 2008)</p>	<ul style="list-style-type: none"> • Website Navigation for valued customers. • Web resolution for online ticketing. • Overseeing shipment of medical parts and equipments. • Expediting procurement and shipment. • Handling customer grievances and providing customer support. • Inventory Management of medical parts.
<p>Usha Beltron Limited-JFTC Division (A unit of Usha Martin Group) (July 1993 to October 2006)</p>	<ul style="list-style-type: none"> • Secretarial functions for Commercial Department. • Assisted in the Purchase function for control of indents and conversion to purchase order. • Served as Head-Stores looking after Stores Management. Inventory control of Raw materials, spares and consumables. • Generation of MIS reports for top management.

EDUCATION

- Post Graduate Diploma in Personnel Management (**1995-1996**) from **NIPM-Kolkata**.
- Graduated as Bachelor of Commerce from **St.Xaviers College, Ranchi**, in First Class in the year 1991.
- Passed 10th ICSE Board from **St. Xavier's School, Doranda, Ranchi** scoring 54% in the year 1985.

COMPUTER SKILLS

Well versed in Windows/MS Office/Internet Application/MM Module in SAP Environment

PERSONAL DETAILS

D-O-B	18 th August 1966
Address	Flat 2A, Second Floor, Rajendra Apartment, Lowadih Chowk, Ranchi-834010
Marital Status	Married
Languages	English, Hindi and Tamil



Date: 4th June 2023

Place: Ranchi

(D. Paul Isaac Gyanaraj)