

MATHEW P THOMAS

Project Coordinator | Operations & Procurement

Dubai, United Arab Emirates

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[LinkedIn Profile](#)

Professional Summary

Highly motivated and detail-oriented **Project Coordinator** with **6+ years of experience** in operations and procurement. Proven ability to manage project workflows, optimize processes, and ensure timely execution. Strong leadership and collaboration skills, adept at cross-functional communication to drive organizational success.

Core Competencies

- ✓ Project Coordination & Management
 - ✓ Operations & Logistics Optimization
 - ✓ Vendor & Supplier Negotiation
 - ✓ Procurement & Supply Chain Management
 - ✓ Stakeholder Communication
 - ✓ Process Improvement & Documentation
 - ✓ Budget & Cost Control
 - ✓ Inventory & Resource Planning
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Professional Experience

Project Coordinator

✦ **DNB Design Concepts Interiors LLC, Dubai** | Oct 2025 – Present

- Utilize data-driven approaches to develop **project plans, schedules, and budgets**.
- Coordinate and streamline project activities to ensure **on-time delivery within scope and objectives**.
- Monitor and analyze **project performance metrics**; prepare actionable status reports.
- Facilitate communication across cross-functional teams to ensure **alignment of goals and timelines**.

- Ensure compliance with **organizational standards, governance frameworks, and best practices.**

Operations Coordinator

 **Chrysels Digital Advertising LLC, Dubai** | *March 2022 – Sept 2025*

- Managed **project coordination** from quotation preparation to installation execution.
 - Liaised between **sales, design, and production teams** for streamlined operations.
 - Applied for **permits (mall/police) for installations** and ensured regulatory compliance.
 - Supervised outsourced labor when in-house resources were unavailable.
 - Maintained seamless workflow for **order processing, approvals, and client communications.**
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Education

 **Master of Business Administration (MBA) – Finance & Logistics**

 Anna University, Chennai, India | *2016 – 2018*

 **Bachelor of Commerce (B. Com)**

 Bharathiar University, Coimbatore, India | *2013 – 2016*

Certifications

 **Diploma in Corporate Accounts & Management (DCAM)**

 **Diploma in Materials Management**

Technical Skills

 SAP (FICO, MM) | Odoo | Zoho Books | QuickBooks PRO | Peachtree | MS Office

Languages

 English | Malayalam | Hindi | Tamil

Additional Information

 **UAE Driving License:** Valid

 **Nationality:** Indian
