**Imran**



* [Imran-395206@2freemail.com](mailto:Imran-395206@2freemail.com)
* Dubai, UAE

***Profile:***

An innovative & experienced in procurement, logistics, supply chain, warehousing, trade finance, export-import and distribution management professional, with more than thirteen years of UAE work experience in Manufacturing Factory, Petroleum and Oil - Gas Industry, Auto Spare Parts, Food and Beverage and General Trading companies.

**Company: SUNRISE PETROLEUM FZC – Hamariya Free Zone.**

**Designation:** Supply Chain Manager

**Duration:** February 2019 till now

**JOB DESCRIPTION:** Diversified Supply Chain Professional in Oil and Gas Industry actively handling multiple product suppliesacross the Middle East / Asia / Africa region. Volume capacity is plus 120,000 MT of different grades of Base Oil / Gas Oil / Bitumen / Spirits etc.

* Establish, Monitor specific supply chain-based performance measurement systems.
* Plan and implement materials flow management systems to meet terminal requirement.
* Train shipping department personnel in roles and responsibilities regarding global logistics.
* Recommend optimal transportation modes, routing, equipment and frequency, negotiate transportation rate and services.
* Implement specific customer requirement such as internal reporting or customized transportation metrics.
* Handling transport team and company oil tanker and trailer for local and GCC deliveries.
* Tracking stock to Flexi Tanks, Negotiating rates from supplier and arranging for the factory.
* Resolve problems concerning transportations, logistics systems, imports - exports and customer issue, Monitor deliveries & ensuring Customer satisfaction,
* Handle all approvals & permits from Govt. agencies such as customs duty refund/MOFA/COO/SIRA/MOI/ Dubai Municipal/DPA/EHS/SONCAP etc.
* Participate in carrier management processes, such as selection, qualification and performance evaluation.
* Monitor product import and export processes to ensure compliance with regulatory and legal requirements.
* Negotiate with suppliers and customers to improve supply chain efficiency or sustainability.
* Recommend purchase of new material and improve technology such as automated systems.
* Collaborate with other department to integrate logistics with business systems and processes, such as Customer sales, order management, accounting and shipping.
* Analyze the financial impact of proposed logistics changes, such as routing, shipping modes, product Volumes or mixes or carriers and strong shipping line, customs, documentation, financial activities Knowledge.

**Company: RNZ International FZCO - JAFZA**

**Designation:** Supply Chain Manager

**Duration:** April 2018 till January 2019

**JOB DESCRIPTION: SUPPLY CHAIN MANAGER (SCM)**

1. **LOGISTICS**

**1 - IMPORTS**

* Ensuring shipping documents received on time, coordinating with Transporter/ CHA to release/ receive Containers. Plan/ coordinate activities to receive incoming materials, send Schedule, etc.
* Support the business with accurate price forecasting, which includes market conditions, price trends and future market trends to enable proper budgeting and price forecasting.
* Handle all imports are in good condition. Report damage/ shortage/ claims to supplier.
* Followed unloading reports received from Stores & quality approval from Lab and subordinates complete day to functions,
* Maintain good relation with supplier and vendors for purchase & logistics issues and resolving all disputes.
* Coordinate the activity between logistic and transport companies in order to accomplish the delivery process.
* Continually improve purchasing methods and deliver cost savings to the organization.

**2 - EXPORTS**

* To ensure materials to be loaded are in order and in position for loading. Planed dispatches, Issue schedules for loading etc.
* Coordinate with CHA for Container movement
* Coordinate with Lab for COA (Certificate of Analysis) against every shipment which exits RNZ warehouse and allow dispatch of shipments only if COA certifies as ‘passed’.
* Organizing LC, TT documents to Export customers as per the INCOTERMS.

**3 – FREIGHT/ TRANSPORT**

* Getting regular quotes from CHA/ Shipping and Transport companies at least once a month and get approval from MD as to which vendor to approach for services – for both Imports and Exports & verify bills before passing onto accounts for payment.
* Negotiate with Airlines and Couriers companies and confirm the booking for all inbound and outbound Shipment on daily basis requirement.
* Inform Management in case of changes to rates, laws, procedures, etc. related to logistics/ transport segment.
* Trained new staff prepared and presented weekly logistical reports to management.
* Monitor specific supply chain-based performance measurement systems.
* Motivate, organize and encourage teamwork within the workforce to ensure set productivity targets are met.

1. **WAREHOUSING**

* To ensure safe keeping, quality and quantity of materials (raw materials, packing materials finished products, spares, consumables, etc.).
* Manage safe and proper stacking/ storing arrangements inside warehouse; pre-plan locations for storing before Containers arrive.
* Given location identification codes, good-housekeeping, ensure safety and security within Warehouse and functioning of junior employees.
* Handle right raw materials and packing materials are released and on timely basis to Production reference the respective PRN (Production Request Note).
* Prepare, modify, update and follow ISO Procedures regards Logistics and Warehousing, Cooperate with ISO Internal Audit.
* Regular physical checking of stocks and comparison to book stock (every product to be checked at least once a month).
* Provide the details to Accounts/ HR/ COO to inform of damages, if any to stocks and company property, by workers, forklift operators, etc.
* Inform to management whenever any material goes below minimum stock level and send Alerts to release

updated and accurate Inventory List on daily basis.

1. **PRODUCTION COORDINATION**

* Coordinate with Sales & MD and Prepare and Issue PRN’s to Plant Manager, Provide all information as per PRN format -Grade; formula; bag type; color; stickers, etc. Finalize Production schedule and Issue Production Schedule to concerned persons as per agreed frequency.
* Provide feedback to MD on quantity produced and available for dispatch on daily basis and send Production Schedule well in advance.
* Maintain proper records of all aforesaid materials in ERP and/ or Excel as per procedure.
* Responsible for the overall safety & EHS performance of RNZ Dubai.

**Company: Fiber Plus L.L.C**

**Designation:** Procurement & Logistics Manager

**Duration:** March 2015 to April 2018

**Roles and Responsibilities:**

* Prepare and process requisitions and purchase orders from supplies and equipment.
* Owner of product distribution over the country as per agreement with sales team requirements
* Prepared contracts and purchase orders. Prepared invoices for payment, Entered and maintained purchase orders for sub-awards in consultation with the contracts department
* Controlling purchasing department budgets and meeting imports deadline.
* Organizing LC, TT documents to Export customers as per the INCOTERMS.
* Submitting necessary Export documents to Customs & LC doc’s to Banks within the lead time.
* Controlling store purchase & logistics team assists them in maintain and tracking updated records for all purchase and logistics requirements, tracking inbound & out bound material from store, packaging material, rate negotiation, space availability & fixation etc.
* Materials follow-up with suppliers & track up during in transit customs clearance and deliver at final destination.
* Maintain good relation with supplier and vendors for purchase & logistics issues and resolving all disputes.
* Coordinate the activity between logistic and transport companies in order to accomplish the delivery process.
* Follow up of the truck’s route & drivers all inbound & outbound cargo for local and GCC market.
* Vendor development prepare the contract and work accordingly local & international market
* To lead supplier negotiations, recommend supplier selection and implement contracts designed to encourage continual improvement.
* Created all logistics activities & policies and implement in the system.
* Plan implements material flow management systems to meet production requirements.
* Facilitate gap management between latest forecast and targets through collaboration with Sales, Marketing and Finance team.
* Key Performance Indicators, owner of KPI’s measuring forecast accuracy with good knowledge of Sales and Operations Planning
* Follow up in All Tender related activity including issuance of all Tender requested documents such as Pro-forma, Bank Guarantees.
* Analyze the financial impact of proposed logistics changes, such as routing, shipping modes, product volumes and carriers.
* Coordinate with insurance company for all import and export shipment arranging marine insurance and claims for any loss and damage to the goods.
* Reviewed all orders of major customer, track shipment of orders and timely delivery, coordinate shipments from warehouse to customer, manage transportation and documentation.

**Company: Al Badiya General Trading L.L.C Dubai**

**Designation:** Logistics Manager

**Duration:** October 2011 to January 2015,

* **KEY RESPONSIBILITY -** Organizing goods from manufacturer to Distributors, Wholesalers, Retailers and end userson minimal cost.

\*Distributing Automotive Batteries/Tyres/ Lubricant and spare parts in Domestics & International Market

* **Roles and Responsibilities:**
* Logistics and operational planning transportation and distribution management inventory and material management, Organizing demanded /forecasted goods from manufacturing unit to warehouse within the lead time.
* Responsible for improvement in warehouse, and cost efficient measure in logistics.
* Follow up all incoming and outgoing shipment giving track records of shipment to each and every division, in charge of all customs import and export shipment coordination with customs like inspection of the shipment, cross stuffing, exit entry, customs duty refund etc.
* Obtaining Import documents from Banks & Vendors in order to clear the Import shipments immediately after its arrival.
* Liaising with JAFZA / Dubai / Sharjah / Ajman/ Abu Dhabi customs, Chamber of commerce/ SIRA/MOFA and other government entities.
* Liaising with Shipping lines, Freight forwarding agents, Transporters for import/export/ cross trade and Re-Export shipments to GCC, MENA, Africa and Europe. Having Strong negotiations skills.
* Organizing BUREAU VERITAS, TUV, SGS, INTERTEK inspection for Re-export, Cross trade shipments.
* Planning and preparing yearly budget and adhere the expenses within it.
* Obtaining duty re-funds timely from customs for re-export shipments.
* Identifying slow moving or dead stock and escalating to sales team and top management for immediate action to liquidate the stock.
* Create policies or procedures for logistics activities.
* Systematic update on the status of shipments to customers on a regular basis.
* Additionally handling 3PL operations which include storage, deliveries, documentation for efficient operation.

**Company: Al Faydh General Trading Co. L.L.C. Dubai**

**Designation:** Import & Export Coordinator,

**Duration:** April 2006 to September 2011,

**Roles and Responsibilities:**

* Negotiating and finalizing export/import order with manufacturing factories & clients.
* Coordinating with sales team and client for order confirmation, new booking, price terms, documents requirement and payment collection.
* Dealing with freight forwarder and liner for cargo booking.
* Evaluation of Pro-forma invoice/payment request and letter of credit with supplier.
* Maintaining daily reports of incoming/outgoing shipment and summary of pending shipment status with delivery details.
* Checking all import documents and confirming to suppliers.
* Coordinating and negotiating with freight forwarders & transporters.
* Handling export L/C and preparing all documents.
* Prepare purchase order and confirm inquiry to factory to proceed the shipment, follow up with arrival date and cargo loading details.
* Making weekly stock list and forward to client and sales team for new order.
* Coordinate with Dubai Municipality, department of Foreign Affairs and different Embassy for documents legalization process.
* Dealing with insurance company for import export shipments.
* Handling Letter of Credit and negotiating with Bank.
* Shipment clearance via Dubai Trade - MIRSAL 2 / DPA payment/ customs inspection/ cargo clearance from port & custom/ preparing exit entry / duty refund/customs duty exemption from MOFA/applying FIRS in Dubai Municipality & DG cargo approval, Handling local and GCC transportation.
* Handling warehouse inventory operation, making contract with third party warehouse base on requirement.

***Academic Qualification***

* **Master of Business Administration** (MBA) in Finance in 2005 from Allahabad Agriculture Institute DeemedUniversity, Allahabad, India
* **Bachelor of Commerce** (B.Com) in 2002 from University of Lucknow, India
* **Software Engineering** diploma from Qrat Institute Lucknow , India

***Languages***

* English, Hindi, Urdu (Fluent in reading, writing and speaking)
* Arabic, Persian ( Basic )

***Computer Skills***

* **Packages:** Microsoft Office, Business Management & Data Management Software (BMS), Focus and EnterpriseResource Planning (ERP).

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| ***Personal Details:*** |  |  |
| Nationality | : Indian |  |
| Gender | : Male |  |
| Date of Birth | : 3rd Feb 1982 |  |
| Marital Status | : Married |  |
| **Driving Licence** | **: Valid U.A.E. Driving Licence** |  |
| **Visa Status** | **: Employment Visa** |  |
| **Reference as per request** | | **(Imran)** |