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| **Binz** ***Supply Chain / Logistics Operations Professional*** ***Valid UAE Driving License*****E-mail:** binz-217795@2freemail.com | Untitled |

**Profile Synopsis **

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Highly Competent, Dynamic and Gulf experience professional equipped with 5 years record of delivering key significant contributions towards companies’ continued business growth. Possess knowledge of various procedures & practices related to Supply Chain, Purchasing, Logistics Operation, Strategic Sourcing, Import/Export, Transportation, General Administration, and Vendor-client relations. Demonstrated competencies in handling shipment processing, delivery confirmation, liaison with shipping vendors, goods receipt, document processing, delivery storage, shipment tracking, distribution, Inventory Control, invoice, receipt and purchase order processing. Strategic planner with strong coordination, analytical, organizational, planning, negotiation, time management, problem-solving, decision making and communication skills; Seeks a challenging work profile where gained experience, develop skills & industry knowledge will have a valuable impact.

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| **Strengths & Skills** |
| * Certified International Supply Chain Professional (CISCP)
* Adept in Sourcing / Bids Analysis & Negotiation Skills
* Prowess in Import / Export documentation
* Strong background within Freight & Shipping Industry
* Excellent Communication and Interpersonal Skills
 | * MBA & Engineering Degree with 5 years UAE experience
* Competency in Procurement & Logistics Operations
* Warehousing/Inventory Control & Material handling
* Dubai Trade (Emirsal II knowledge)
* Analytical skills
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| **Educational Qualification** |

**Master of Business Administration –** *University of Bolton, UAE* **Aug 2014 – Sep 2015**

**General MBA –** *UK Accredited University, UAE*

**Electronics & Communication Engineering –** *Kerala University, India* **Sep 2009 – Mar 2013**

**Dangerous Goods Regulations CAT 6 –** *Aviation Training Centre, UAE*

**Certified International Supply Chain Professional (CISCP) –** *Blue Ocean Academy, UAE*

*International Purchasing & Supply Chain Management Institute (IPSCMI), USA Affiliated*

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| **Career Snapshot**  |

**Operations Executive –** *Bridgeway Shipping & Clearing LLC, UAE* **Nov 2016 – Aug 2019**

**Operations Executive –** *Al Nasar Tire Trading LLC, UAE* **Jul 2014 – Aug 2015**

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| **Key Achievements**  |

* Acquired Master's Degree in Business Administration and Bachelor's Degree in Electronics & Communication Engineering from one of the reputed University in India
* Gained 4+ years’ experience in UAE and India in domains of Logistics Operations Executive, Sales & Marketing, Accounts Assistant, Finance Executive, General Administration and Clients-Vendor-Supplier Relations.
* Accomplished Certified International Supply Chain Professional (CISCP) from (IPSCMI), USA Affiliated, Blue Ocean Academy, Dubai.
* Sound knowledge related to Field level planning formulation, monitoring, and evaluation of new initiatives and procedures, ensuring timely transmission of logistics monitoring information, stock levels, and distribution status, and assessing existing logistics operations systems.
* Acquired excellent skills in Customer Service, Time Management, Pricing & Negotiation skills.
* Performed assigned workload with indefinable enthusiasm, commitment, honesty, and dedication and drove towards contributing to the continued business growth.

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| **Areas of Expertise**  |

**Supply Chain Executive**

* In-depth knowledge of supply chain, commercial operations, project management to implement innovative strategies which are aligned with the Management Agenda.
* Manage all aspects of supply chain including planning, sourcing, purchasing, warehousing, and distribution.
* Ensure a cost-effective operation by assisting with appropriate budget preparation, monitoring, and controlling of associated department expenses.
* Working closely with designated freight forwarder to ensure cargos are delivering against timeline expectation from overseas retail supply and import team.
* Ensure high data integrity on inter-system linkage with regards to PO, items and shipment details.
* Confirm release of inter-company POs and ensure best optimal ex-factory date is agreed with suppliers.
* Conduct periodical review of on-time delivery performance with Retail Supply team and shipment service level reviews with suppliers.
* Provide adequate assistance in freight consolidation at origin and support through customs clearance at destinations
* Working alongside with the buying team to conclude supplier production lead-time, resolves MOQ, multiple deliveries and freight consolidation arrangements.
* Monitor stock accumulation; verify inventory computations by comparing to physical stock count, determine discrepancies or abnormal consumption, take necessary preventive-corrective measures.
* Drives End-to-End cycle-time process to maximize revenue while minimizing inventory, improvement of execution in forecast and delivery accuracy, provide strong functional leadership throughout the entire End-2-End (E2E) process, and strengthens operational planning capabilities at all levels.

**Purchasing Executive**

* Handle full spectrum of purchasing functions which are consolidated as per the company policy and procedures.
* Responsible for sourcing, selection, and negotiation with suppliers to strive for the best commercial and delivery terms.
* Evaluate the vendor’s quotation to ensure that they are in line with the technical and commercial specifications required
* Advise internal and external on issues regarding purchasing Terms & Conditions.
* In charge of daily operational purchasing needs such as planning, issuing and following up on Purchase Orders delivery and shipment schedules.
* Manage purchasing cycle including the request for quotation, PO creation, PO follow up, goods receipt & supplier billing
* Resolve supply, quality, service and invoicing issues with vendors.
* Evaluate supplier performance based on quality standards, delivery time & best prices and ensure all the criteria are met according to the organizational requirements and expectation.
* Prepare data or reports to support purchase strategy and cost down analysis.
* Responsible for implementing internal procurement strategies to cater to high delivery and short lead time requirements
* Undertake any other ad-hoc duties as assigned.

**Logistics Operations Executive**

* Responsible for the planning and coordination of enterprise-wide logistics management, create strategic plans for carrier contract negotiations, shipment order handling, transportation network modeling, cargo and freight planning, transportation analysis, and order execution and monitoring. Ensure that strategies are executed in the areas of a logistical network.
* Communicate the company’s objectives and goals to line managers and key personnel in areas, divisions or functions under the logistical structure of a company such as manufacturing, contracting, procurement and distribution.
* Create, direct and modify procedures for the operation of these processes according to the strategy of timely distribution of goods or services to clients or consumers.
* Record, initiate enter the cargos or shipments to the logistics system to ensure existing information for processing.
* Calculate, account and provide information about the shipment statistics; weight, destination, quantity, type, charge etc.
* Perform material handling, receive and deliver to the desired routing, processing, recipient or any other concerned party.
* Communicate, coordinate, follow up and report about on processing or hold items to be manipulated, delivered to other parties, or provide feedback about status.
* Perform filing and documentation issues as prescribed for them, and provide with vital assistance to keep records and following up status for under-processing shipments.
* Coordinates with clients to arrange for the provision of logistics services at the client’s site.
* Identify all areas of improvement & maximize productivity. Prepare and manage the logistics system to optimize time management. Closely monitor all deliveries of raw materials for production.
* Work closely with the appointed freight forwarder & shipping agents for most accurate preferred quotes & destinations.
* Provide daily, weekly and monthly reports and statistics on the level of parts/raw materials in the organization.

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| **Proven Job Role**  |

**Operations Executive –** *Bridgeway Shipping & Clearing LLC, UAE*

* Effectively manage daily shipments to the customer as per the company’s quality standards. Implemented best practices for inventory control and management.
* Monitored supply chain management process and resolved any discrepancies. Reviewed shipment receipts in accordance with purchase orders.
* Managed procurement and distribution operations within the company. Performed billing and collecting payments from customers.

**Operations Executive –** *Al Nasar Tire Trading LLC, UAE*

* Managed sales operation of the company to achieve business goals. Provide sales support during the virtual and onsite client meeting.
* Generated and implements regional pricing policy by collecting competitor’s information and develop counter strategies.
* Performed presentation of the product or service to the customer in a structured professional way face to face.
* Gathered market and customer information.
* Handle all local purchases (enquiry, quotation, comparison, purchase order, vendor evaluation)

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| **I.T Proficiency**  |

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* Proficient in MS Office application (Word, Excel, PowerPoint, Email application & Internet).

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| **Personal Details**  |

Nationality : Indian

Date of Birth : 08th Feb 1990

Marital Status : Single

Visa Status : Visit Visa

Languages : English, Hindi, Malayalam & Basic Arabic

Driving License : UAE Driving License

Reference : Available upon request