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 **Gulfjobseeker.com CV No: 256154**

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**Passionate, ethical and cost conscious Logistics professional with a track record of implementing cost saving initiatives and ensuring timely delivery each and every time, aims to scale heights in Operations / Procurement & Supply Chain Management with a front line organization of repute.**

\* An incise professional with **6 years** of qualitative and enriching experience in logistics and supply chain management & vendor development.

**\* Presently working with Hakan Agro DMCC, , UAE as Logistics Executive.**

\* Extensive experience in development of strategies to strengthen effectiveness of Logistic chain; development of sourcing strategies, encompassing vendor identification, development and analytical assessment, to strengthen supply chain effectiveness.

\* Adept at identifying the latest technology & implementing the same in the industry.

**\* *Well versed with Incoterms 2010.***

\* Adroit at maintaining maximum customer satisfaction by ensuring quality & timely services.

\* An effective communicator with exceptional relationship management skills with ability to relate to people at any level of business.

**CAREER SCAN**

**Export/ Import Operations:** Managing the export operations, keeping compliance with custom laws, notifications, tariffs and procedures. Handling matters pertaining to insurance, including claim settlement. Keep track of relevant changes in various customs rules, regulation and policy matters. Arrange inspection of the cargo with the surveyors.

**Liaison:** Liaising with Banks, Insurance Company for ensuring compliance, obtaining approvals, with documentation and other statutory requirements. Involved in obtaining various export & import licenses opening of letter of credit.

**Logistics:** Recognize timely delivery as the deliverable of Logistics and ensure it by understanding product priority, constant follow-up, close monitoring, risk assessment and contingency planning. Deal with Shipping Lines & Freight Forwarders to ensure best freight rates and timely shipment of Export/Import Consignments.

**Documentation/ Statutory Compliance:** Interacting with banks for opening LCs, making remittances, arranging Bank Guarantees. Obtain Pre and post shipment documents of import and export including Packing List, Chamber of Commerce Certificate, Shipping Instructions & Shipping Labels, etc. Undertake preparation & maintenance of requisite documentation for compliance with regulatory requirements of Custom and other authorities.

**Vendor Management:** Steering strategic sourcing through identification of cost effective vendors/suppliers for procurement with an aim of reducing cost while improving quality & reliability.Carrying out vendor localization/ indigenization for curtailing costs of materials as well as negotiating the terms of credit with vendors as well as the cost of material required.Undertaking periodic assessment of the performance of the vendors based on various criteria’s such as percentage for, rejections, quality improvement, timely delivery, etc.

**CAREER SCAN**

**Since Sep’ 09: Hakan Agro DMCC, , UAE as Logistics Executive**

\* Handling logistics and Import/Export Documentation for containers shipments, Tenders shipment

 execution.

\* Accountable for planning and scheduling of all activities pursuant to the physical movement of imports/ purchases from international origin (Europe, USA, Far East) to different countries.

\* Ensuring timely inventory updating process & support to sales team.

\* Detail-oriented, processes a high volume of purchase orders with a commitment to accuracy.

 Opening Letter of Credits for Suppliers and Scrutinizing Letter of Credits received from buyers.

\* Active follow up keeping all concerned parties (buyers/sellers/brokers/banks) in the loop at all

 times with information related to respective shipments.

\* Immediate insurance coverage upon shipment of cargo from origin

\* Ensuring timely retirement of Import documents from bank and timely presentation of Export documents.

\* Assisting Finance department with pro-active follow up of payment receivables and payables

\* Ocean freight rate negotiation with shipping lines and selection of best shipping solutions for timely deliveries to and from origins all over Africa. Frequently monitor the cargo and examine all costs associated with shipment.

\* Identify and communicate suggestions for work improvements, utilize technical analytical abilities, perform root cause analysis and implements viable, permanent solutions to problems to assure existing work practices are most efficient and cost effective.

**ACHIEVMENTS**

\* Increase in successful execution of shipments by 116% during 2014-2015 with no decrease in on time delivery.

\* Improved performance from 92% to 97% during 2014-2015 through enhancing follow up

 methods. Adopted put-away/picking strategies for efficient space utilization, accurate picking

 and minimizing travel lead time.

\* Playing a vital role in achieving Korea Agro Fisheries Tender shipments

\* Playing a vital role in achieving World Food Programme Tender shipments

\* Played a vital role in achieving Indian Government Tender shipments during 2009 – 2011

**SKILLS**

\* Adaptive to new work places and easily grasp new concepts

\* Initiative and Commitment to Achieve.

\* Assertive and good team player with professional outlook.

\* Attention to detail and quality.

\* Organizing for results.

\* Active Listening and Customer Oriented

\* Effective Communication.

\* Knowledge in ISO, Procurement and Air freight operations

\* Critical Thinking

**COMPUTER CONCEPTS**

# \* Operating Systems : Windows 8/7/ XP/2000

# \* Software & Packages : MS Office, Internet Explorer, SQL, Google

#  Chrome, Mozilla, SAP MM

**ACADEMIA**

\* August 2015 Certified Purchasing Professional (CPP) and

 Certified Professional Purchasing Manager (CPPM) from

 American Purchasing Society

\* July 2013 Master of Business Administration - Specialized in Operations

 Management from Manipal University in Dubai

\* April 2010 Bachelor of Commerce from University of , India

**PERSONAL DETAILS**

Date of Birth : 07/03/1989

Marital Status : Single

Nationality : Indian

Languages : English, Hindi, Malayalam

Driving License : Issued in UAE