

Whats app Mobile:+971504753686

 Gulfjobseeker.com CV No:1566120

E-mail: gulfjobseeker@gmail.com

**PROFESSIONAL ACCOMPLISHMENTS:**

**EAST GENERAL TRADING AND PARTNER DMCC**

**Sister Company of Caspian Shipping And Clearing** *Operations and Logistics Manager*  **Jan 2014 - Present**

* Conducted ongoing analysis to evaluate efficiency and productivity of diverse operations in procurement performance scheme, inventory control and go-to-market capabilities for establishing long-term agreements in Middle East and Caspian regions.
* Monitor and evaluate the quality and the standards of curriculum; lead team meetings to effectively develop strategies and action plans for all departments.
* Analyzing organizational and financial metrics to support budgetary planning and to determine appropriate corrective action, while establishing financial objectives for the organization.
* Supervised internal and external documentation (approximately 120 per year), claims with vendors and third parties as well as created, handled classified files and pre-contract procedure.
* Constant coordination of transportation department, ensuring on-time goods delivery to designated locations; follow up with customs regulations, in order to meet project's schedule.
* Establishing and implementing high impact integrated organizational plans (such as cost reducing tracking system) to ensure business, technical and customer requirements are achieved.

**CASPIAN SHIPPING AND CLEARING SERVICES**

**China Branch**

*Logistics and Procurement Manager* **Mar 2013 - Nov 2013**

* Ensuring accurate and on-time receipt of the shipping documents, certifications and critical design documentation from suppliers.
* Monitoring full compliance with company's health and safety regulations and dangerous goods requirements for purchased materials.
* Facilitate coordination with other departments within the company, as well as with inspection companies and freight forwarders.
* Strategically plan and manage logistics, transportation, warehouse and customer service by tracking quality and goods' quantity, stock levels, delivery times, transport costs and efficiency.

**CASPIAN SHIPPING AND CLEANING SERVICES**

**Dubai Operation**

*Procurement Manager*  **Feb 2010 - Mar 2013**

* Maintain and monitor efficient and effective processes to ensure supply of materials and tools to various stakeholder departments while minimizing internal processing time.
* Support the future of company's business unit strategy by developing and successfully innovative issues and service offerings among the client database.
* Analyze and evaluate offers by comparing prices, specifications, delivery dates to effectively identify and propose award to the supplier with the best bid.
* Supervise client orders in conjunction with the company principal and ensure weekly reports related to stock management scheme.

**CASPIAN SHIPPING AND CLEANING SERVICES**

**Baku Head Office**

*Assistant Logistics Manager*  **Sep 2009 - Feb 2010**

* Plan coordinate and monitor the receipt, order assembly and dispatch of goods, product storage, by following company procedures and regulations.
* Producing regular reports and statistics on a daily, weekly and monthly basis; monitoring all documents' thoughtfulness and completeness.
* Developing processes and systems that continually optimize inbound and outbound movement of materials and reduce cost.
* Ensuring all elements of domestic and international distribution process are coordinated to meet customer requirements in a timely and high quality manner.

**EDUCATION:**

**Baku University**

BA in Bookkeeping, Audit and Finance  **Sep 2008**

**SKILLS, INTERESTS:**

* Fluent in English, Azeri, Turkish, Russian.
* Experienced in logistics and office software.
* Excellent negotiable, leadership and management skills.
* Highly motivated, fast learner with ability to adapt to new challenges.
* Ability to multitask, strong interpersonal skills to smoothly lead the staff, strong analytical skills, competency in supply logistics, warehouse management; time management and judgment skills; strong communication skills.
* Holding valid UAE Driving License.
* References: available upon request.