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## *Objective:*

* To work in a career challenging organization, that will utilize my knowledge and experience thereby fruitful development of the organization.

## *Skills Summary:*

* Nineteen (19) years’ experience in operations in logistics and freight forwarding company in UAE and India. Full knowledge of supply chain processes and operations, DP world Regulations, Dubai custom regulations, shipping services/ products, terms and practices. Two (2) years in the construction business, much of which has been in purchasing. Posses’ Good communication to deal with the overseas agents/local port authorities/Customers/Main lines. Intensive IT skills and ability to manage and organize amounts of complex data. Ability to work under pressure. Highly motivated and target driven.

***Education:***

* Bachelor of Arts, Completed from Calicut University (2012-2015)

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| Experience Summary: |

# ACTCO GULF FREIGHT LLC October 2015 - current

# Ras Al Khaimah, United Arab Emirates

***Position:* Operation Executive**

* Organizing export operations & documentation activities.
* Closely liaise with Shipping companies and transporters to meet customer needs.
* Ensure effective liaison with agents and coordinated arrangement of shipments.
* Maintain records and arranging for pre-alerts for export shipment.
* Cost booking & generate invoicing in I-pack system.
* Maintain records and arranging local & overseas billing and payments.
* Overall responsible for export operation, documentation & invoicing.

# RAK LOGISTICS LLC April 2014 - 2015

# Ras Al Khaimah, United Arab Emirates

***Position:* Operation & Pricing Executive**

* Dealing with main lines/NVOCC for negotiating rates.
* Closely liaise with Sales / customer service dept / accounts dept to meet customer needs.
* Ensure effective liaison with agents and coordinated arrangement of shipments.
* Negotiate with Forwarder to the lowest best price with comprehensive payment terms.
* Approve bookings for container and freight pick up, and ensure coordination for shipments.
* Take responsibility for the shipment from its origin country until the shipment is delivered to the Warehouse.
* Review and sign off shipping documents while ensuring completeness and accuracy.
* Seek innovative ways to improve service and cost, which will include both technological and process improvements.
* Ensure compliance with export regulations for all equipment and materials.
* Review and approve and follow up the documents, processes and controls of freight payment and ensure all documents, processes and controls are updated.
* Manage archiving of completed shipment files and maintain record keeping.
* Preparation of all kinds of reports as deemed necessary by the Company.
* Preparing and handling all shipping documents, certificate of origin, import and export documentations.
* Performing day-to-day shipping function.
* Liaising with suppliers to ensure timely shipment.

# RAK LOGISTICS LLC July 2013 – March 2014

# Ras Al Khaimah, United Arab Emirates

***Position:* *Documentation Coordinator***

* Sending Shipping instruction & Bill of Lading confirmation to shipping line on time.
* Handle and prepare all export documentations including issuance of House BL and Master BL directly to the customers.
* Directly communicate with customers as instructed by the manager by providing them all information needed regarding their shipment.
* Attends customer's queries for vessel schedules and shipment status.
* Coordinates with shipper, shipping lines and customers regarding business correspondence, if there is any vessel delays, change in vessel sailing or shut out containers.
* Responsible for sending payments to the shipping lines in order to collect or surrender bill of ladings.
* Follow all relevant procedures so that work is carried out in a controlled and consistent manner.
* Ensure correct transport documents are cleared & released to customers on time.

**Towers Technology Contracting LLC**  **Nov 2011– June 2013**

# Ras Al Khaimah, UAE

***Position:* Procurement Officer**

* Analyzes the requirements of the commodity, including preliminary specifications, preferred supplier, and date commodity is needed.
* Assures that the commodity is delivered on schedule, at the negotiated price, and meets the quality standards of the company.
* Processing of all types of building material requests.
* Price negotiations upon receipt of quotations as per the budget.
* Follow up with suppliers for the deliveries to respective stores/sites
* Keep a track on material deliveries & follow up for pending deliveries.
* Coordinate with logistics department and arranging transportation of goods to respective sites.
* Coordinate and arranging technical/material submittals from suppliers to meet exact specification as per consultant's requirement.
* Negotiate pricing contracts with subcontractors and suppliers
* Issue purchase orders for procurement and expedition of materials and equipment for jobs
* Meet subcontractors and suppliers on-site as necessary
* Maintain relationships with subcontractors and suppliers
* Establish new relationships with subcontractors and suppliers to ensure adequate resources for all projects and to continually improve pricing and quality of work
* Assist in settling invoice or contract disputes
* Forecast upcoming demand

# EAST WEST FREIGHT CARRIERS LTD November 1997 – June 2011

# Mumbai, India

***Position:* Sr. Executive**

* Handling a team of 08 to 10 people in Sea Export department, monitoring the work, Error Free Documentation, Bill of Lading, Shipping Bill (Exports) & Submission to respective authorities.
* Understanding ocean carrier strategies with country specific requirements and work accordingly.
* Responsible for Exports consignments including all documentation.
* Liaison with shipping agencies as required/ Negotiate freight rates.
* Capable to meet deadlines / target dates.
* Have Experience in Dock, Customs clearance, stuffing of container & follow up till the container get loaded on planned vessel/update of shipment status in to system daily basis.
* Knowledge of Import Documentation, policies & procedures.
* Have experience in dealing with customers on vessel schedules, container load list, follow up for long standing containers, rollover of containers, transshipment etc.
* Ocean Carrier procurement for negotiation of freight rates on a Sea export shipments.
* Plan and Organize the Sea Export shipments including ODC shipments.
* Bills of lading checking/signing.
* Coordination between clients & operation team.
* Coordination with Customer service for timely update of shipment & delivery status.

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| Related Information’s: |

***Computer Skills:***

* Proficient in MS Word, MS Excel, Acrobat Writer & Microsoft Outlook.

***Languages known:***

English, Hindi, Malayalam and Marathi.

***Seminars Attended:***

* [Materials and Supply Chain Management](http://www.meirc.com/training-program/supply-chain-and-logistics-management/2904/materials-and-supply-chain-management)
* International Logistics

***Training Perceived:***

* Managing transportation operations and negotiation skills development training at East West Freight Carriers ltd, Mumbai, India

***Note:*** Reference available on request.