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| --- | --- | --- |
| E:\New folder\DSC_9014 copy.JPG | **Reji**  [**Reji.339360@2freemail.com**](mailto:Reji.339360@2freemail.com) |  |

**Import / Export / Logistics Manager**

**(Logistics specialist with over 5 years of experience)**

**KEY SKILLS & COMPETENCIES**

|  |  |
| --- | --- |
| * Logistics Management * Cost reviews * Air and Sea Freights * Warehousing * Supply chain & Procurement * Negotiation | * Logistics Planning * Customer Focused, Customer Relationship * Operational excellence * Financial Accounting * International Logistics * Technical Expertise in Vehicle Armoring |

**EXPERIENCE**

**LOGISTICS MARKETTING MANAGER** JAN 2016 till present

SHIPPING SOLUTION SERVICES DMCC Dubai, UAE

**CAREER ACHEIVEMENTS**

|  |  |
| --- | --- |
| * Coordinated Shipping Services   Freight negotiation, Booking and Confirmation   * Automobile procurement and shipping   OEM Vehicles, Armored Vehicles and truck shipping and logistics services | * Overseas Agent relation   Cross Trade Shipping, EXW clearance and Delivery   * Special Projects   Aircraft / Helicopter Shipments, Ministry and Embassy procurement and logistics. |

* Responsibility
* Acquire potential customers
* Obtained price quotations based on negotiations from Overseas agents and Shipping Lines
* Communicating, Establishing and maintaining strong relationships with customers.
* Process various contracts and import/export documentation for suppliers
* Government Documentation and Approvals
* Automobile lashing and stuffing.
* Import, Cross stuffing and re-export
* Customs approvals and documentation
* Customer Relationship management

**LOGISTICS AND BUSINESS DEVELPMENT** MAR 2014 till DEC 2015

MEZCAL SECURITY VEHICLES / FLEETMARINE LOGISTICS Dubai, UAE

**CAREER ACHEIVEMENTS**

|  |  |
| --- | --- |
| * Direct contacts with Automobile suppliers   Price negotiation and vehicle procurement   * Development of Customer Relation   Traders, Direct Clients and Govt projects   * Coordinated Shipping Services   Freight negotiation, Booking and Confirmation | * Stock Analysis   Spare check, procurement and sourcing   * Overseas Agent relation   Cross Trade Shipping, EXW clearance and Delivery   * Additionally, expertise in;   Fulfillment management, Business Intelligence & Analytics |

* Responsibility
* Communicated and articulated the business requirement with multiple Supplier and traders.
* Generated and maintained procurement & purchasing reports.
* Obtained price quotations based on negotiations from core and non-core vendors & suppliers.
* Ensure that stock inventory is maintained and correct auditing procedures are followed, and train staff in the use of the paperless warehouse management system
* Established and maintained strong relationships and communications with customers
* Processed various contracts and import/export documentation for them
* Government Documentation and Approvals
* Automobile lashing and stuffing.
* Import, Cross stuffing and re-export
* Customs approvals and documentation
* Negotiation, Purchase and production planning

**LOGISTICS AND ACCOUNTS EXECUTIVE** NOV 2011 - NOV 2013

LIMITLESS LOGISTICS LLC Dubai, UAE

* **Responsibilities**
* Handling import/export and customs procedures
* Negotiating freight cost with shipping lines
* Liaised with clients, which involved contract negotiations and providing quotes
* Ensured correct allocation of resources to meet delivery schedules
* Working with multiple customers at the same time.
* Responding to all customer complaints or queries in an efficient manner.
* Visiting key clients to build relationships and identify their key needs.
* Ensuring the efficient running of administration and office procedures.
* Handling Accounts, settling bills and collection of payments.
* Preparing Accounting reports monthly
* Setting up corporate meeting to analyse the profit and loss
* Conducting weekly meetings to discuss organization growth.

**PROCUREMENT & SUPLY CHAIN SPECIALIST**  JULY 2008 - OCT 2010

GENPACT INDIA (Formerly GE Capital International Service Ltd) Bangalore, India

* Responsibilities
* GE Water and Process technologies A/R an accounts receivables, handling around 15 MM Portfolio for US and Canada customers and CST-MST Region
* To ensure effective completion of accounts receivables and update the date in SAP which helps for weekly cash calls
* Preparing Dash Board for GE Water the process Technologies on weekly basis and publishing to the whole team
* Collection of selected major Corporates accounts invoices at different PD Buckets
* Researching and resolving open items like short payments, open credits and unapplied cash
* Reducing 90+ days outstanding on overall portfolio
* Sorting out client issues by interacting with customers via phone, email and chat.
* Take care of bad debts write offs, tax credit/debits, credit card offset and refund request.
* Reports – Preparing the aging report, PD & CR report for GE Water
* Projects – Took Initiative on clearing the old short payments

Took initiative on clearing the old credits open on the accounts

**RECOGNITION AND ACHIEVEMENTS**

* Professional
* Genpact recognition awarded during tenure: **‘Process Developer”**
* University and School
* 12th grade School Topper ( CBSE) - 2005
* Top scorer in Economics (CBSE)
* Represented the school and college basketball and football team
* Winner in inter-school football.

**EDUCATION**

DIPLOMA IN GENERAL MANAGEMENT - 2010

IIM Calcutta - Calcutta, India

BACHELORS IN COMMERCE (COMPUTER SCEINCE) - 2008

MG University - Kerala, India

HIGHER SECONDARY - 2005

Labour India Public School - Kerala, India

HIGH SCHOOL - 2003

United Indian School - Abbasiya, Kuwait

**DETAILS**

* Date of birth: - 13th March 1986
* Marital Status: - Married
* Nationality: - Indian
* Languages: - Proficient in English, Hindi, Malayalam and Tamil
* Visa status in U.A.E: - Residence Visa
* UAE Driving License: - Yes