**RIYADH**

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# Dear Sirs,

# Review of my credentials will confirm that I am capable of serving as the catalyst for achieving revenue objectives and organic growth through effective contributions. I have techno commercial expertise in Strategy Planning, Finance & Budgeting, Profit Centre Management, Marketing, Business Development, Logistics, Material Control & Warehousing, and Liaison & Commercial Dept.

# My goal is to transit my enthusiasm, creativity & experience into a position, where I continue to provide the strategic and tactical leadership critical to retaining valued customers of an organization. I am certain that my presence in your team will prove to be beneficial to your organization. As such, I would welcome an opportunity to speak with you to evaluate your needs & share my ideas

# Thanking you.

# ****Seeking assignments in Business Operations in a reputed organization; preferably in a shipping, Freight Forwarding, Logistics, Material Control, Warehousing and Oil & Gas Industry.****

# PROFESSIONAL PROFILE

# Experience in managing shipping, Freight, Logistics, Warehousing & Material Control operations (techno commercial) with ROI accountability.

# Handling entire range of logistics activities covering planning, scheduling, dispatching, reverse logistics and tracking of finished goods movements while ensuring materials are available at right time.

# A keen planner & strategist managing a wide gamut of functions; leading in acceleration of business revenue.

# Expertise in managing entire operations with key focus on profitability by ensuring optimal utilization of resources.

# Plan & monitor dispatch activities [logistics] of material to various project sites, timely and cost effectively. Have good negotiation skill.

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# Coordinating with companies for sea/ road transport, C&F agents, providing stevedoring, clearing and forwarding service to achieve seamless & cost-effective transport solutions; sending proposals and quotation to importer and exporter.

# Shipping: Competent in ensuring that the goods including the traded consignment are staged, cross-verified and kept ready for shipment as per the picking list released from logistics section. To certify and vet the acceptability of the truck intended for the shipment prior to releasing the goods for loading inside the trucks.

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# Coordinating for customs clearance, export / import matters and liaising with various authorities, shipping companies and other external agencies for various clearances / approvals/ preparing MIS Reports & checking costing.

# Managing the export / import operations and maintaining various documents for the same; bringing out effective negotiations and finalizing the contract/ other terms & condition of handling agreement.

# Heading & managing a team of 30 members; making proposals to various customer depending upon their needs and requirement.

# Serving as a single point of contact for all the customer requirement; preparing and sending proposals to clients.

# Supervise and support off shore marine operations directing vessels – loading/off-loading.

# Proficient in supervising & controlling overall Freight Forwarding and logistics processes & services; trouble shooting & customer services at vendors end & providing valuable suggestions for efficiency enhancement.

# Coordinating with Clearing House Agents and Shipping Lines for placing cargo/clearance and timely loading of the same in proposed and planned vessel.

# Supervising license activities, customs clearance, pre/post documentation, invoicing, lay-time calculation, payments, etc.

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# Accountable for collecting arrival dates & cargo manifest details from the concerned Shipping Agents for submitting the necessary documents (Bs/E, Shipping Bills, Trans-shipment Applications, I.A., E.A., etc.) to Customs & Port.

# Liaising with the port, vessel agent, liners agents and assuring that the delivery date & time is as decided.

# Interacting with vendors and checking their original bills of lading/letter of indemnity, purchase orders,  invoices, agreements & other legal documents and making timely payments. Track record of identifying the Freight Forwarders Network around the globe and liaison with international counterparts/freight forwarders to process orders.

# Comprehensive understanding of various services like Ocean Freight, Air freight, LCL/Group age cargo , NVOCC, Surface transportation (inland/inter-gulf), Door to door services, Insurance, Import/Export clearance at airports, seaports and the borders, Delivery to final destination in any part of the world, Documentation & legalization from Local Chamber of Commerce & Foreign Embassy.

# Handling contract & commercial management/ negotiations to the final level with Clients, Ports, Agents, Stevedore, Vendors, etc.

# Drafting and maintaining necessary documents for compliance with regulatory requirements of Customs, Central Excise, DGFT, EPCs and other Government Departments.

# Strong analytical, problem solving & organizational abilities and proven track record of foreign business partnerships.

# Proven skills in training employees, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

# Successfully developed and streamlined the SOP for all clients; instrumental in increasing the company volumes of container handling with higher profit margin and better quality.

**Qualification**

# Higher Secondary School - HSC

**Training Attended**

# On-job training on ISO 9001 – Quality Management.

# Personnel Assessment, selection & training.

# Internal Audit.

# SAP/ERP Implementation.

# Assist Project Director in executing functions to implement & maintain Quality Management in accordance to ISO standard system procedures.

# Safety & Quality Management, Business Plans, Project Execution.

**IT Skills**

# Well versed with BASIC, MS-DOS, Windows 10, MS-Office, MS-Word, MS-Excel, Graphics,Multimedia, e-mail, SAP, ERP, Internet, e-venture & e-logistics. e-commerce.

**Core Competencies**

**Managerial**

# - Profit Centre Mgt. - Strategy Planning - ROI Accountability

# - Finance & Budgeting - HR Mgmt. / IR

**Functional**

# - Alliances & Tie Ups - Operations - Business Development

# - Material Control & Store - Marketing - Market Intelligence

# - Documentation - Negotiations - Oil & Gas

**Commercial**

# - Customs Clearance - Logistics /commercial/marine - Material Control

# - Exports & Imports - Lease/ Contract Management - Warehousing

# - Liaison and Commercial - Negotiation - Air/Sea/Land

**Career Highlights**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have worked with | country | from | to | Position held |
|  |  |  |  |  |
| Dodsal Engg,&Cont.Co. | Kuwait | Jan-15 | Feb-17 | Logistics Coordinator |
| Supply Chain Services Co. | Saudi Arabia | Aug-12 | Jun-16 | Operation Manager |
| JGC Gulf Intl | Saudi Arabia | Feb-10 | May-12 | Sr. Shipping/Logistics Coordinator (material Control & warehousing) |
| Allseas Engineering Bv (for Reliance Industries.) | India | Oct-06 | Dec-09 | Logistics Engineer (Marine) |
| Albukari Shipping Co. | Yemen | Jun-02 | Jul-06 | Shipping Manager ( Marine) |
|  |  |  |  |  |
| Almajdouie Freight Intl | Saudi Arabia | Feb-94 | Mar-98 | Operations Executive (Air/Ocean/Land) |

**Projects Handled**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **client** | **Contractor** | **Country** | **Project Title** | **Duration** | | **Project Details** | **Role** | **Field**  **Oil &** |
|  |  |  |  | **from** | **to** |  |  | **Gas** |
| Kuwait Oil Company  KOC | Dodsal Engg. & Cont. | Kuwait | EWTIP | Jan 2015 | Feb 2017 | EPC Project  Effluent Water Treatment & Injection Plant | Logistics Coordinator | **Oil & Gas**  **Refinery** |
| Saudi Aramco | Aliah Co. for Petro Service | KSA | Hualege of Barium Sulphate 10,322,000 MT | Jan  2014 | Jun  2015 | Load, Secure, Tranpt Barium Sulphate to sites | Manager Operations | **Oil & Gas**  **Drilling** |
| SASREF  Saudi Aranco Shell Refinery Company | JGC | KSA | SASREF SCOT & SWS4 | Feb 2010 | May  2012 | EPC project  (2) sulphur dioxide reducing units | Sr. Shipping & Logistics Coordinator. | **Oil & Gas**  **Refinery** |
| Reliance Industries Ltd | Allseas Engg Bv, Holland | India | KG-D6 Oil Field - KG-DWN-98/3 | Oct  2006 | Dec  2009 | EPC project  Lay sub-sea pipeline for the Gas Field | Logistics Engineer | **Oil & Gas Sub-sea** |

**Career Details**

# Jan 2015 – Feb 2017 - Kuwait

# Dodsal Engg & Const. Pte Ltd., as a Logistics Coordinator

# Assigned exclusively on EWTIP – Water Treatment & Injection Plant for Kuwait Oil Company KOC in North Kuwait - Project (Oil & Gas) EPC Contract.- valve USD 948 Million.

# Notable Accountability:

# Review Traffic and Logistics plans & procedures to cover - Shipping & Freight Forwarding, Customs Clearance, Duty Exemption Certificates, review resources available to EPC's in relation to in-country transport requirements, traffic routes, congestion etc.,

# Review and analyse EPC Contractor schedules for material delivery forecasts, including fabrication shops, batching plants, transport companies and labour sub-contractors, to ensure available resources are sufficient to support EPC requirements

# Conduct regular joint meetings with all EPC “in-country Logistics Managers” to ensure cooperation with all logistic related issues

# Advise in relation to procedures for obtaining security gate passes for workforce and materials for various port and company locations

# Coordinate,  monitor and progress all shipment requests to ensure the on time delivery of products through the Projects, Stores and Logistics teams and process imports and exports ensuring customs and excise and compliance requirements are met.

# Work closely with Projects to create shipping forecast plan to enable creation and maintenance of capacity plan for Logistics

# Coordinate Project Dispatch Requests, ensuring accurate information and associated documentation is present related to import restrictions, customs clearance, duty exemption procedures and local authority requirements.

# Coordinate and priorities goods for picking and packing with Stores & Logistics team Leader

# Comply with regulations and policies in environmental, health and safety and quality.

# July 2012 – Sept 2014 - Saudi Arabia

# Supply Chain Services Co., as a Operations Manager

# Notable Accountability:

# Responsible for the procurement of Logistics Capacity for Domestic and International Transportation via Air / Sea, Freight Forwarder, customs clearing agents, custom brokers and Warehouse.

# Air, Rail, Road & Ocean mode of transportation services for domestic international shipments.

# Maintain day-to-day contacts and goods relationships and communicate with supplier regularly and resolve service related issue as they arise.

# Release of Contract/Agreement and carrier acceptance; Address supplier payment issues with Sites, Business, and Accounts Payable and resolve all escalated issues. Monitor for systemic issues and Resolve root causes.

# Import procurement Inventory management, managing re-order levels.

# Communication with head office on day to day matters

# Warehouse and facilities management, housekeeping etc. handling Exports and related documentation.

# Handling dispatches, exports, co-ordination with logistics companies.

# Feb 2010 - March 2012 – Saudi Arabia

# JGC Gulf Intl as a Sr. Shipping/Logistics Coordinator

# (Material Control/Warehousing)

# Assigned exclusively on SASREF SCOT & SWS4 Project (Oil & Gas) EPC Contract.- valve USD 100 Million.

# [Saudi Aramco Shell Refinery Co. (Sasref) signed USD100M a lump-sum turnkey contract with JGC-Gulf International Company Limited, to carry out the Engineering, Procurement and Construction (EPC) to implement a project of two Sulphur dioxide reducing units at the facility of Saudi Arabia’s’ Gulf Coast to improve Sasref environmental performance]

# Nature and Scope :

# To maintain an inventory of vendors and suppliers that meet service needs. All materials and equipment are ordered from outside suppliers for the maintenance work force. The delivered items are to be distributed to the appropriate work force.

# Follow with the Customs House Agent -CHA, Clearing Agents and Customs for imports/re-exports, duty exemptions etc.

# Plant Operations' personnel and materials must be transported to and from job sites in a timely, efficient manner. To co-ordinate transportation services, dispatching personnel vehicles for pick-up and delivery and signing out stand-by vehicles. Resolving conflicts without compromising rapport with personnel.

# To maintain the consistency and efficiency of the Storeroom operation, to interface with personnel in Plant Operations, other departments on campus and outside suppliers. Establishing and maintaining good client service relationships is an important component of this job.

# Ordering, receiving and coordinating material flow between outside suppliers, other departments and Plant Operations in conformity with specifications and established policies and procedures.

# Oct 2006 - Dec 2009 - India

# Allseas Engineering Bv (Holland) as a Logistics Engineer

# (Material Control/Warehousing)

# Joined as a Logistics Engineer with Dutch Allseas Engineering Bv; on their Project – KG-D6 Oil Field Development Project for Reliance Industries Ltd. At Visakhapatnam (AP), India. Eventually, have been entrusted as a Shore Base (Store/Yard) Manager.

# [RIL plans to develop the offshore gas field known as Block KG-DWN-98/3 in the Krishna Godavari Basin, Bay of Bengal off the East Coast of India (the “Gas Field”). The Gas Field covers an area of approximately 7,500 km and is located between approximately 40km and 60 km South East of Kakinada. The Gas Field lies in water depths ranging between 400 meters in the northwest and over 2,700 meters in the southeast.]

# Notable Accountability:

# Working for offshore Oil and Gas Blocks for exploration of hydrocarbon prospect.

# Supervise and direct offshore vessels/barges - Marine Logistics Operations, plan & monitor dispatch/backload activities [logistics] of material/equipment to various project sites, barges, platforms timely and cost effectively.

# Liaison with Ship Chandlers for Ship Supplies including fresh water and consumables

# Clearance of cargo / equipment arriving via Air/Sea.

# Complete port operations for offshore logistics

# Loading/unloading of different vessels, liaison with port authorities for documentations.

# Preparation of shipping manifests for back-loaded materials and equipment.  Liaising closely with the deck department in respect of material movements by sea.  Liaising closely with the HLO in respect of material movements by air.

# Co-ordinates with the Chief Engineer, Master, Superintendent, Second Engineer, Chief

# Officer, HLO or any other person necessary to ensure availability and control of all spare parts and stores.

# Attain information on material spare parts movements and requisitions between onshore and offshore warehouse locations on a daily basis to ensure inventory records are updated and accurate.

# Set a personal example in safety, workmanship, punctuality, good housekeeping and positive work ethic for all co-workers.

# Comply with the company’s Health, Environmental Protection and Safety policies and procedures.

# Contribute to continuous improvement in all areas of store keeper in equipment knowledge and skills, application of the highest standard of operational safety and utilization of the most efficient work procedures. Contributes ideas to improve overall operational efficiency and safety systems offshore, and other safety control forms.

# Maintain close working relationship with Logistics & Purchasing Section and other field storekeepers regarding purchasing and materials movement.

# Follow with the Customs House Agent -CHA, Clearing Agents and Customs for imports/re-exports, duty exemptions etc.

# Sourcing & purchasing of various equipment/material required for the project.

# Planning & execution of Marine Logistics as a whole.

# June 2002 – July 2006 - Yemen

# AlBukari Shipping Co. Ltd., as Shipping Manager

# Notable Accountability:

# Accountable for international freight forwarding, logistics – commercial/marine, shipping, chartering and bunkering divisions.

# Managed all company’s branches in Yemen – Sana’, Hodeida (HO), Aden, Saleef, and Mokha.

# Supervise and direct off shore [platform] marine logistics operations, Plan & monitor dispatch activities [logistics] of material/equipment to various project sites, platforms timely and cost effectively.

# Monitoring ship supplies including fresh water and consumables.

# Handled shipping Services like Agency, Protecting Agency, Chartering, Bunkering, Stevedoring etc.

# Cemented business relationship with various prominent vessel owners from Middle East, Red sea, Central Asia, SE Asia, Pacific and Baltic.

# Handled the local / international correspondence between the ship owners/ masters/ agents.

# Maintained safety standards and procedures as well as environmental management.

# Planning, direct and maximizing all inventory functions.

# Follow with the Customs House Agent -CHA, Clearing Agents and Customs for imports/re-exports, duty exemptions etc.

# Feb 1994 – Mar 1998 - Saudi Arabia

# Almajdouie Freight Intl., as Operations Executive

# [Freight Forwarding/Logistics [Air/sea/land]

# Notable Accountability:-

# Proactively managed the daily general forwarding operations to include all surface transportation, sea and air freight forwarding activities.

# Follow with the Customs House Agent -CHA, Clearing Agents and Customs for imports/re-exports, duty exemptions etc.

# Lead and direct all sales and business development in line with the company strategy to expand their services.

# Offer competitive products & services to the market through efficient operations, smart pricing policies and innovative operations; to develop clear processes and policies to achieve industry best practice in service delivery.

# Managed all financial & budgetary issues professionally- have held P&L responsibility

# Provide leadership, guidance and support to the team; train and motivate staff; develop appropriate succession plans.

# Liaise with local airlines, shipping agents / lines and clients (updating tariff information and shipment status)

# Coordination of customs clearance (client and operations) including relevant duty payments and delivery, receipt and verification of liner invoices.

# Ensured that complete Health & Safety regulations are adhered to at the warehouse and by all operational & warehouse staff.

# Lead and motivate the team, drive quality and performance.