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|  | Pradeep[Pradeep.349936@2freemail.com](mailto:Pradeep.349936@2freemail.com) | New Picture.png |

##### Senior Logistics and Supply Chain Officer

**Logistics Management | Financial Management | Project Controllership**

Experienced professional with expertise in all facets of domestic and international supply chain logistics, financial management, financial analysis, supply chain management and project controllership within high-profile corporations. Skilled in collaborating with all members of the organization to achieve business and financial objectives. Instrumental in streamlining and improving processes, enhancing productivity, and implementing customer oriented solutions. Recognised expertise in project identification, product specification and technical analysis feasibility and benefits; experienced in collection of costs, duties and taxes, insurance and freight and skilled in cost benefit analysis. Technical proficiency in MS Office, Import/Export Package and Tally ERP-9.

**Areas of Expertise**

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| --- | --- | --- |
| * Inventory Control * Freight Management * Staff Motivation * Excellent Communicator | * Order Processing * Attention to Detail * Team Leadership Skills * Vessel Scheduling & Routing | * Import Clearance * Planning Skills * Mirsel II Filing * LC Negotiation |

# Professional Experience

**ELEKTA GULF,** Dubai, U.A.E. 2011 – Present

***Logistics Officer***

* Efficiently organised vessel planning for shipments and routing, obtained transhipment details informed consignees and effectively liaised with shipping companies ensuring smooth department operation.
* Follow up with suppliers and ensure smooth Import of all its product categories from Europe & Asia.
* Ensure smooth Export to GCC, Middle East, Africa & India from multiple locations in Dubai Asia and Europe.
* Ensure all shipping is done with the correct method and at the right price.
* Ensure proper documentation for free zone transferred goods.
* COD approval of cross trade shipments, Telex Release follow up with Chinese/Dubai agents, arrange Telex/ Switch BLs for cross trade shipments, follow up with shipping agent/line for the BL amendment.
* Ensure and arrange SGS/ITS/BV inspections before the shipment.
* Effectively arranged shipments documents of Invoice, Packing List, COO, BL and Inspection Certificates from China/UAE for the cross trade/Export/import shipments.
* Ensure bank guarantee for import containers before arrival of the containers.
* Responds to clients enquiries efficiently in complaints with deadlines.
* Ensure and efficiently follow up with team for internal documents submissions.
* Significantly reduced operational costs through close monitoring of deliveries and ensured containers avoided incurring demurrage and detention resulting in improved financials in Logistics Department.
* Analysing the best method of transportation- Air/Road and Land.
* Evaluate, negotiate and appoint key transport suppliers and Consignee’s.
* Ensuring adherence of group transport directives to GCC dispatches.
* Ensuring adherence of local regulations- Customs/Security agencies.
* Ensuring all customs declarations are done timely & accurately.
* Ensure that all inbound & outbound operations are managed in an efficient manner.
* Monitor and ensure the credit shipment make sure the letter of credit term.
* Approve of vendors invoices for transportation and other logistics activities.
* Ensured on-time delivery of import containers to warehouse meeting purchase contract agreements through meticulous order execution and planning and efficient communication with Transporters.
* Build strong relationships with all key stakeholders (e.g. suppliers, Logistics Service Providers, Finance, and Store Operations Managers) to effectively enable critical decision making that will impact stock availability, freight warehouse and distribution costs.
* Consistently reduced freight costs through comprehensive market knowledge and competitive intelligence and achieving competitive quotes directly from agents/carriers for all destinations and selecting most cost-effective shipping agents and carriers and obtaining marine insurance covering CIF export containers.
* Presented comprehensive and detailed report of daily activities to Director of Logistics and structured and created detailed project reports in prescribed formats.

**MDC GROUP OF COMPANIES,** Mumbai, India 2011 – 2011

***Export Officer for Pharma API Products***

* Created and maintained detailed stock registers for stored and shipped products resulting in improved inventory control and record keeping.
* Efficiently and accurately generated Pre (i.e. Classification of Drawback, Free shipping Bill, Advance License and DEPB) and LC documents ensuring minimisation of company and customer risk.
* Liaised with Sales Team ensuring packing and label details adhered to customer specifications.
* Effectively coordinated vessel planning for shipments and collaborated with warehouse manager and routinely organised dispatch and detailed delivery schedules.
* Presented detailed daily reports to Company Director and received recognition of achievement for improved efficiency of Export Department.

**TRUEVALUE MARKETING SERVICE PVT. LTD.,** Mumbai, India 2010 - 2011

***Export Executive, Hot Beverage Exporters***

* Routinely created LC documents ensuring adherence to customer specification and efficiently and accurately prepared Pre-LC documents (i.e. Classification of Drawback, Free shipping Bill, Advance License and DEPB).
* Created delivery schedules and BL instructions and effectively communicated with shipping company resulting in efficient vessel scheduling and routing and accurate issuing and adherence to transhipment details.
* Credited with providing accurate and timely status updates to Overseas Buyers, following up with Clearing Agents and providing detailed daily reports to Company Director.
* Efficiently checked and confirmed customer requirements for packing details and label specifications collaborated with Sales Team and communicated regularly with Suppliers resulting in improved adherence and agreement to specifications prior to Purchase Order generation increasing efficiency.
* Ensured warehouse manager received timely dispatch updates and dates and created stock registers for company inventory.

**CHEMPRO PHARMA PVT. LTD.,** Mumbai, India 2003 - 2010

***Export Executive, Division of Chempro Exports***

* Collaborated with Sales Team to clarify customer specifications and liaised with Suppliers to ensure adherence and agreement with specifications in advance of Purchase Order Preparation thereby minimising issues with customers and ensuring effective management of supply chain process.
* Routinely instructed warehouse manager of dispatch dates, created delivery schedules and BL instructions and effectively liaised with shipping company resulting in efficient organization of vessel scheduling and routing and accurate issuing and adherence to transhipment details.
* Consistently provided accurate and on-time status updates to Overseas Buyers, followed up with Clearing Agents and provided detailed daily reports to Company Director.
* Efficiently checked and confirmed customer requirements for packing details and label specifications.
* Utilising strong attention to detail ensured accurate and efficiently prepared LC documents and executed preparation of Pre-LC documents (i.e. Classification of Drawback, Free shipping Bill, Advance License and DEPB).

**TARANG INTERNATIONAL,** Mumbai, India 2002 - 2003

***Export Account Assistant***

* Consistently and accurately detailed end-of-day financial reconciliation for exporter of readymade garments manufacturer ensuring all financial reports were presented daily to the Accounts Manager.
* Efficiently ensured all purchase entry, sales entry and payment entries were entered correctly on to Tally ERP-9 system resulting in smooth operation of the department.
* Routinely issued cheques for product purchase and payment of labour while adhering to tight deadlines ensuring accurate cheque records and provided comprehensive daily report to the Accounts Manager.

# Education & Credentials

**B.Com.**, M.G. University, Kerala, India, 2002

I.T. Proficiency, MS Office Suite, Internet, Outlook Express, Microsoft GP, Import Export Package, Tally ERP-9

Language Skills, English, Hindi, Malayalam