

**CURRICULUM VITAE**



**NAWARAJ**

**Nawaraj.379227@2freemail.com**

MOBILE . NO. C/o 0503718643

**Career Objective:**

To pursue a career as a Logistics Coordinator and contribute in increasing the efficiency of the Logistics system in the prestige's organization, where my technical skills and knowledge can come into effect for the success of your esteemed firm, progress of the company and can get an ample exposure and environment to develop myself. I want to work with a competitive and challenging environment that will provide me new learning and growth opportunities.

**Career History:**

* September 2013-2017, working in Samji Stone Co; on Heart of Doha project Phase 3A, as logistics coordinator.

Clint: Msheireb Properties.

Project Management: TIME Qatar

Main contractor: OBAYASHI

Consultant: Consulting Engineering Group(CEG)

* February 2012-2013 working in Samji Stone Co; on Heart of Doha project Phase 1A, as a QA/QC Inspector.

Clint: Msheireb Properties.

Project Management :TIME Qatar

Main contractor : HYUNDAI

Consultant :Burns and McDonnell.INC (BMD)

**Job Responsibilities:**

**Logistics Assistance**

* Check the invoices against services requests and verify invoices
* Monitoring incoming supplies for quantity and quality
* Process logistics requests from various management sources
* Maintain safety of property
* Manage paperwork associated with shipping duties
* Interface with vendors and clients to ensure proper delivery of shipment

**Job Responsibilities:**

**Logistics coordinator**

* Receiving all the shipment notifications from TDW & transportation request for incoming.
* Checking the order scope for shipments from Middle East/Europe & Asia before organizing delivery to Customers.
* Issuing shipment notification of outgoing equipment and products and verifies that all included information is completed and correct.
* Contacting the potential partners, comparing the offers (cost and lead time) depending on the destination and based on the packing list and submitting them to Operations Manager to the final section.
* Making the transportation request, organizing the shipments and prepare all the shipping documents, following the shipments and sending a claim in case of a problem, preparing invoice to the Accounting department.
* Handing and ensuring proper packaging and shipping of Dangerous/Hazardous (DG) goods as per IATA Dangerous goods Regulations.
* Making requests for customs documents and handling all the formalities.
* To keep track of the shipment and order expediting, and escalates any issues which may impact the delivery scheduled.
* Tracking the shipping cost to ensure inbound and outbound cost are recovered.
* Ensuring appropriate filing.
* Answering the transport costing request from the sales department.
* Placing purchase orders with suppliers, monitors parts deliveries, and enters in the IT system the parts coming from suppliers.
* Asking for different offers based on the P.O. form, submit them to the Operations Managers.
* Dealing directly with qualified suppliers having fixed agreed on prices.
* Having the orders approved by the Operations Manager if needed and sending them to the suppliers.
* Ensuring follow-up of orders and intervenes to avoid any delay issues.
* Handling all questions from the internal department regarding the delivery of material.
* Costume clearance of shipment (Receiving and dispatching of goods for export and import)
* Coordinate and negotiate with suppliers.

**Job Responsibilities:**

**QA/QC Inspector**

* Stage inspection is followed as per quality assurance plan.
* Monitoring of welding parameters during procedure Qualification testing.
* Inspection planning and Execution.
* Responsible for site Inspection, Material Handling, Execution, Supervising.
* Ensuring customers are completely satisfied with the work carried out.
* Establishing positive customer relations, repeat clients and referrals.
* Giving customers estimates for job costs and timescales, selling additional company services and Sometimes dealing with complaints.
* Completing installation reports, service sheets and other administrative records.
* Check drawings, standards, specifications and conduct material take-off and procurements,
* Prepare weekly, monthly progress/status report and maintain high quality of work, and efficient Quality Management.
* Coordination arrangement of final inspection for approval with project management consultant. Same throughout the Project.
* Responsible for site Inspection, Material Inspection, Execution, Supervising.

**ESSENTIALS FUNCTIONS:**

* Responsible for coordinating and monitoring all activities related to the development, inspection, and analysis of Quality and issues.
* Conducts regular facility/scene inspections, with written reports, to provide feedback to management.
* Updates Daily Inspection and maintains the Quality works.
* Co-ordinate with the sub-contractors with work-related matter to maintain the better Quality.
* Performs other duties as assigned.

**Academics**

* District Level Examination Board Chabhil-7, Kathmandu, Nepal
* Higher Secondary School from Chuchchepati, Chabhil-7, Kathmandu, Nepal
* Higher Secondary Education Board Imadol, Lalitpur, Nepal.

**Technical Qualification**

* Comfortable with Computer: AutoCAD, MS Office & MS Excel.
* Driving license (Qatar).

**Personal Details:**

Date of Birth

Sex

Marital Status

Nationality

Language Known

: 16.05.1992

: Male

: Single

: Nepal

: English, Hindi, and Nepali

I do hereby certify that the information is true and correct to the best of my knowledge.

Place Date

: Sharjah, UAE

:

**Nawaraj**