**Rasi**

***Email:*** rasi.380684@2freemail.com

**Senior Logistics Coordinator | Expeditor**



**Professional Profile**

An accomplished Logistics Coordinator and Expeditor with over 15 years of performance-driven experience in Engineering, Procurement and Construction Management (EPCm) contract management, expediting of Piping purchase orders and coordinating logistics operations, production packing, import/export documentation, inventory control, transportation, vendor-client relations, administrative support and control. An articulate communicator and negotiator blended with technical expertise and interpersonal skills while interacting with the cross-functional teams, customers and stakeholders. Optimistic individual with immense zeal and enthusiasm to accept and meet challenges in the competitive environment, while delivering required results within the allotted time frame.

***Core Competencies:***

***Professional Profile:***

* Awarded Super Star Award in appreciation of delivering outstanding contribution and commitment to excellence in Q1 &Q2 of 2015
* Made vital contribution in achieving Team of the year Award for demonstrating outstanding contribution and commitment to high quality standards in the Expediting and Logistics team performance during the period of Q1 & Q2 2014
* Recognized for outstanding contribution and commitment to excellence (Super Star Award) in Q2 of 2012
* Gained expertise in forecasting requirements, identifying & developing new vendors and planning, operational schedules as per seasonal variation of demand and handling shipments, documentation, customer service & other related matters
* Hands on understanding of all aspect of Document management, archiving and filing systems, maintaining Government office relations (Civil Defence, Ministry of Environment, ICT, etc.)and public relations and management
* Extensive exposure in export, import, and sea/land as well as sea/air, custom clearance, coordinating with sea liners, trucking company, collection\deliveries, brokers\couriers and other governmental organizations
* Well versed in drawing procurement plans, material management, securing budgetary allocations, Logistics and exploring domestic as well as global sources of supply on most competitive techno-commercial terms



**Professional Experience**

**Mar 2011 – Present: Chiyoda Almana Engineering LLC, Doha, Qatar**

**As Senior Logistics Coordinator and Expeditor**

**Prominent Projects:**

* + RasGas Long Term EPCm Projects (RGP Projects); RasGas Helium2 Project (RHX Project); QatarGas Helium Project (QHE Project); QatarGas Long Term EPCm Projects;
	+ RasGas Flow Assurance Project (FAP); RasGas Helium3 Project (He3 Project); QatarGas Flare Reduction Project (FRP Project).

**Key Deliverables:**

* Oversaw Engineering, Procurement and Construction Management (EPCm) contract with RasGas Co. Ltd. and QatarGas Operating Co. Ltd, in Ras Laffan, Qatar;
* Coordinated in planning, scheduling & controlling all phases of procurement management, including cost-benefit analysis and reviewed the operational practices, identified the areas of quality failures and processing changes for qualitative improvement;
* Expedited the Piping Purchase Orders with vendors, controlled the shipping, logistics, customs clearance with Freight Forwarders for smooth and quick production packing, collection, export, import, transportation and delivery of Project Cargos;
* Prepared and arranged all supporting documentation along with the preparation of management reporting, coordination with suppliers, freight forwarders, clients and contractors;
* Worked closely with all levels of management within the Company to maintain the quality, determine needs and efficiently developed strategies, planned and provided procurement sources in support of those needs;
* Checked the inventory control & accounts, implemented a suitable filing system for the office, performed site inspection to ascertain customer’s satisfaction by identifying and recommending resolution of technical faults;
* Provided effective support in negotiating with transporters, shippers and agents with accountability for execution and management of all inbound/outbound shipments & Local Transportation;
* Implemented key distribution and logistics and distribution strategies for material while ensuring that these strategies and schedules were aligned with organizational objectives and buyers’ commitment analysis;
* Reviewed the production schedule submitted by vendor and aligned with Project scheduling team with the accountability of following up with vendor for the weekly and monthly progress report and reported to Project team and Client;
* Prepared and issued Request for Quotation (RFQ) for Import / Export of project related equipment and materials, negotiated with Freight Forwarder / Shipping Line for a competitive freight rates for LCL, FCL, Air Freight, Road Freight and Courier shipments;
* Created commercial bid evaluation, purchase order draft & award recommendation for job awards to selected forwarder as well as held responsibility of issuing the Shipping Release Notice (SRN) to Vendors and Freight Forwarders with correct shipping documents
* Liaised with Port Authorities, Carrier’s Agent, Port Operator, Customs Clearing Agent and other concerned parties, in relation to Berthing requirements/formalities of the Chartered Vessel for Discharging/ Unloading of Heavy lift/ Over-Dimensional Cargos;
* Expedited the prompt receipt of the required Shipping and Customs Documentation and without delay distribute he necessary documents to the agents in charge of Customs Clearance and Inland Transportation and Construction Sub-contractors;
* Managed and built an Information Data Resource, based on the Consignment No. and Packing List of the Cargoes, maintained the historical data, current status and intended delivery plan for each item.

**Jun 2006 – Feb 2011: Chiyoda Technip Joint Venture (CJTV), Doha, State of Qatar**

**As Logistics Coordinator**

**Prominent Projects:**

* + Qatar Liquefied Gas Co. Ltd. (QCS 3&4 Project); Qatar Liquefied Gas Co. Ltd. (QGX 2 Project); Ras Gas Company Limited (RGX 6&7 Project); Al Khaleej Gas Project Phase 2 (AKG 2 Project).

**Key Deliverables:**

* Carried out Engineering, Procurement and Construction of 6 Large LNG Plants, world’s biggest gas plants of RasGas Co. Ltd., AKG2 (Al Khaleej Gas Project), Qatar Gas Co. Ltd, Phase 2, Phase 3&4, in Ras Laffan, Qatar;
* Drove effective cost control across administration through coordination and communication, at all levels with various Government Departments, Customs Department, Port Authorities, Customs Clearance Agents, Worldwide Forwarding and Transport Companies, Shipping Companies;
* Spearheaded and controlled numerous clusters of logistics office around the world; accomplished import and export of over 400 million Freight Tons valued worth USD $15 Billion with 100% on time delivery and ahead of schedule;
* Enforced stringent control on all the Subcontractors Billing Invoices related among shipping and logistics affairs for entire CTJV Logistics Ras Laffan Operation, Doha Sea Port Operation, Doha Air Port Operation and Others;
* Managed activities pertaining to controlling the shipping, logistics, customs clearance, for smooth and quickimport and exports, transportation, and delivery to site;
* Provided guidance anddirectives, monitoring, checking and follow up,as to perfect documentation, handling of cargo, right from the origin, checking documentation, reporting, monitoring, follow-up of documents and shipments by sea, air, road and courier;
* Delivered effective cost savings by administration, co-ordination and communication, at all levels withvarious Government Departments, Customs Department, Port Authorities, Customs Clearance Agents,Worldwide Forwarding and Transport Companies, and Shipping Companies;
* Led and controlled clusters of logistics office around the world. Coordinate/ Control all the Subcontractors Billing Invoicesrelated among shipping and logistics affairs for:
	+ Entire CTJV Logistics Ras Laffan Operation, Doha SeaPort Operation, Doha Air Port Operation and Others for ensuring timely submission, verification,Approval, Cost Checking, Cost Control, Site Coordination, Payment Control and reporting.
* Managed acquisition of all the supporting documentation, preparation of management reporting, coordination withsuppliers and contractors.



**Past Experience**

**Oct 2005 – Apr 2006: OGP-DESCON, Abu Dhabi, UAE as Logistics Coordinator**

*(****Project:*** *Engineering, Procurement and Construction of LNG Main Plant Overhaul Term Contract 2006, DAS Island, UAE)*

**Feb 2005 to Sep 2005: Abu Dhabi Gas Industries Ltd, Abu Dhabi, UAE as Logistics Secretary**

***Growth Path***

***Feb 2005 – Sep 2005 as Logistics Secretary***

***(Projects*** *Engineering, Procurement and Construction of Habshan Capacity Enhancement (HCE) Step 2B, Gasco – Habshan and Bab Plant, UAE)*

***Feb 2004 – Jan 2005 as Admin & Logistics Secretary***

***(Projects*** *Engineering, Procurement and Construction of Habshan Capacity Enhancement (HCE) Step 2B, Gasco – Habshan and Bab Plant, UAE)*

**May 2002 – Jan 2004 as Mas Spices & Cashew Exports as Secretary& Accountant**



**Education**

* **Diploma in Computer Application,** Mahatma Gandhi Institute of Education Foundation.
* **Bachelor of Science (BSc)**, University of Kerala.



**IT Skills**

* MS Office Suite (Word, Excel, Power Point and MS Access, MS Outlook), SAP & PRISM.



**Personal Details**

**Date of Birth:** 31st May 1980 | **Nationality:** Indian

**Visa Status:** Employment (Transferrable) Visa | **Dependents**: 3

**Driving License:** Valid Qatar

**Languages:** English and Hindi and Arabic – Medium