



HARI

**Purchase Logistics Executive
UAE Experienced Professional
Visit Visa Immediate Available**

Professional Objective:

To secure a challenging position –suitable to self-skills and abilities in an organization that offers professional growth while utilizing self-skills academic and practical experience to the fullest extent in order to attain mutual benefits Core Competencies :

**Post Graduate in Logistics and Supply Chain Management (MBA) 10+ Years of experience in logistics and Supply Chain Management Valid UAE Driving License
Good understanding and experience on Procurement and Inventory Management
Experience in International Freight Forwarding / Customs Clearance Experience in both sea and Air Freight
2 +years of Experience in Dubai NVOCC/ Freight Forwarding (Sea and Air) / Customs Clearance
Familiar with International trade documentation (Certificate of Origin, Health certificate, GSP, Letter of Credit)
Influence and build relationships with 3 Party Logistics and other service provider
Creative and proactive approach towards Global Supply Chain Movement Familiar in Dubai Port World website**

Job Profile

AQUAGEN FOOD EXPORTS PVT LTD

Supply Chain Executive – 2019 to 2023

Responsible in procuring material from Suppliers

Handling 3+ suppliers and the Statements of Accounts of each account

Preparing the invoice and forwarding to suppliers upon receiving approval from the accounts department

Monitoring the Suppliers Invoice and the payment processing based on agreed payment terms

Upon arriving ensuring the quality of material and timely arrival to warehouse

Monitoring the grading and packing of material to planned destinations

Arranging Pre Shipment documents and coordinate with freight forwarder and customs clearance to ensure smooth on board of consignments

Sending Post Shipment documents to International Buyers

Obtaining the delivery confirmation and updating to accounts department

Receiving Telegraphic Transfer from International Buyers and coordinating the same with Bank to smooth payment flow

Cost effectively managing 3PL and vendors

Job Profile

Extra Mile Distributor 2016- 2019

Warehouse Supervisor

Handling Fast Moving Consumables Goods

Monitoring the stocks in system and as well Physical to ensure the accuracy of inventory management

Handling Vendors proceeding with orders and ensuring the smooth flow material

Arranging fleet to outbound logistics

Monitoring the goods dispatch based on their requirements

**Receiving order delivery confirmation from fleet department
Updating the same in ERP and generating reports based on the top level requirements**

Job Profile

St. John Logistics LLC – Dubai

Freight Forwarding /NVOCC – From Nov 2013 to Feb 2015

Responsible for securing new customers, and maintaining and developing existing accounts

Meet and exceed target set in terms of contributing and generating revenue for the department

Conduct and report minimum number of sales leads set by the management and transform a minimum of those into revenue generating business

Maintain records of customer details/sales visits

Identify potential customers and register opportunities in Orient, relentlessly pursue realization of such opportunities leading to revenue for the company.

Regularly visit existing accounts validating our service levels and develop new revenue streams

To respond to incoming queries and ensures the resolution of service

Follow up on customer communications in a timely and professional manner

Support Customer Service and work closely with Operations and

Documentation on the execution of customer service contracts

Promote the services and products of all entities, and coordinate sales efforts with other department sales

Assimilate market information and take part in the overall

business development through weekly / monthly sales meetings

Follow up with clients for outstanding supported by the Finance Controller To be well aware of the local market

St.John Freight Systems – August 2011 to September 2013

Key Account Management

Handling Customs Clearance & Freight Forwarding

Regular coordination with supplier and buyer to ensure smooth flow of International Supply Chain

Coordinating with Warehouse officials in order to update accurate inventory level to Supplier

Monitoring inventories in the warehouse, Sending daily Inventory Status Report to Supplier

Physical Inspection to the warehouse to ensure the accuracy of Inventory status Report (Inventory Management)

Updating the shipment planning to the buyer, upon the approval, planning and executing the shipment

Coordination with Vendors (Transportation, Surveyors) to ensure smooth flow of movement and maintain good rapport with vendors

Export -Operation, Documentation & Customer Service

Exports

Operations:

Placing booking with Carriers

Arranging survey for empty containers

Placing Containers / Vehicles at Shippers factory on time for pickup or Stuffing

Follow up for clearance documents & organize for customs clearance

Obtaining Form 13 & follow up with transporter till container offload atPort

Follow up with Co-loader for Stuffing report & sailing confirmation

Follow up for Vendor bills & submission of bills to finance for payment Container Tracking & transshipment confirmation

Customer Service and Business Development:

Obtain buy rate from Pricing / Negotiate rates with Shipping lines / Co-loaders

Prepare Quotations & obtain approval from customers

Prepare Daily status report / weekly report & monthly reports Meeting customers & get customer feedback

Prepare MIS reports required by the management on periodic basis KPI review meeting with customers

Academic Profile:

S.NO	EDUCATION QUALIFICATION	YEAR OF STUDYING	INSTITUTION	MARK PERCENTAGE	GRADE
1	S.S.L.C	2002-2003	K.H.S.S	84.80%	1ST CLASS
2	H.S.C	2004-2005	K.H.S.S	76.00%	1ST CLASS
3	B.SC (VISUAL COMMUNICATION)	2005-2008	THE NEW COLLEGE Madras University	61%	1ST CLASS
4	MBA (LOGISTICS AND SCM)	2009-2011	VELS UNIVERSITY	68%	1ST CLASS

- AcademicProject with Agility warehouse in Bangalore (Functions and Operations of Warehouse) for 5 Months

CertificationCourses:

Diploma in Export – Import Management

IACT Chamber, Maharashtra

Specialization - Academic

**International Trade Exports & Imports Operations,
Customer Service & Documentation
Customs Clearance & Procedures
Warehousing & Distribution
Inventory Management
Procurement
Vendors & Supplier Relationship
Management Retailing**

Technical Qualification:

**Microsoft Office (MS Word, MS Excel and MS
PowerPoint) ERP Software (Tally)**

Personal Particulars:

**Nationality : Indian
Date of Birth : 28th June 1987
Marital Status : Married
Language Known : Tamil, English & Hindi
Contact Details : hari@2freemail.com +971505657275
Reference : Mr. Anup Bhatia, HR Consultant,
ArabianJobSeeker**