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| **PROFESSIONAL SYNOPSIS**  Highly talented Executive in Supply Chain Management Professional with over **9 year** experience of which work in a competitive and challenging environment utilizing analytical business skills and Functional skills and to contribute the best of my abilities towards the growth and development of a progressive company. To handle complex tasks that fuels my growth professionally as well as personally and creates a niche for myself in the business world.    **CORE COMPETENCIES** | |  |

* Logistics, Warehousing & Distribution Operations Management.
* Material Management & Tracking System.
* Supplier Continuous improvement programs
* Systems, Policies & Producers Development & Implementation
* Negotiating & Managing Strategic Agreements
* Profit Maximization / Expense control
* Inventory Planning & Control
* Vendor Relationship management
* Procurement Management
* A fast learner and team player
* Industry exposure in freight forwarding & business development
* Good communication and inter personal skills.

**PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS**

**ATLAB TRADING LLC (Part of Centena Group) Dec 2013 till Date**

**Procurement and Logistics Coordinator Dubai, UAE**

**ATLAB** is a technology based hands-on learning solutions company that is focused on providing innovative educational training systems and laboratory equipment of the highest quality to Educational Institutions, Technical Universities, and Industrial (Vocational) Training Centres.

***Responsibilities:***

* Preparing purchase orders based on the costing received from the Sales/Operations Team and placing purchase orders
* Receiving order acknowledgement & checking order and shipping status with Principals/Suppliers. Ensuring that the readiness of the shipment match with time line of the committed customer’s delivery date.
* Responsible for maintaining a record of all outstanding purchase orders with external vendors.
* Ensure timely processing of billing invoices / receipts, delivery notes, Performa invoices as per customer’s orders and deliveries and submitting it to the concerned Business Manager / Customers / Suppliers.
* Arranges transportation and forwarding services for all orders to ensure material is delivered as per schedule.
* Expedites all critical orders with local subcontract vendors.
* Reviews expediting schedules on all customer orders. Obtains and forwards information to planning and sales teams.
* Responsible for all duty customs sales and tax functions, including certification and verification, drawback, and compliance with governmental agencies.
* Reviews freight rates: air, courier, and land.
* Ensure timely processing of billing invoice/receipts, delivery notes, proforma invoices as per customer’s orders and deliveries and submitting it to the concerned Business Manager / Customers / Suppliers
* Preparing outbound L/C documents as per L/C given details for clearance from customs and bank

**Worked with Mayflex MEA JLT Dec 2010 till Dec 2013**

**Sales Support & Logistics Coordinator Dubai, UAE**

Mayflex leads the way in the distribution of Converged IP Solutions. Specialist knowledge and experience to bring together best in class infrastructure, networking and electronic security solutions to create a compatible, feature rich, value for money offering to meet the demanding needs of business types and sizes across all sectors.

***Responsibilities:***

* Preparing purchase orders based on the costing received from the Operations team and placing purchase orders with suppliers.
* Receiving order acknowledgement & checking order and shipping status with Principals/Suppliers. Ensuring that the readiness of the shipment match with time line of the committed customer’s delivery date.
* Responsible for maintaining a record of all outstanding purchase orders with external vendors.
* Ensure timely processing of billing invoices / receipts, delivery notes, Performa invoices as per customer’s orders and deliveries and submitting it to the concerned Business Manager / Customers / Suppliers.
* Arranges transportation and forwarding services for all orders to ensure material is delivered as per schedule.
* Expedites all critical orders with local subcontract vendors.
* Reviews expediting schedules on all customer orders. Obtains and forwards information to planning and sales teams.
* Responsible for all duty customs sales and tax functions, including certification and verification, drawback, and compliance with governmental agencies.
* Reviews freight rates: air, courier, and land.
* Liaises with custom brokers for updated reporting procedures and valuations.  
  Place large accurate orders with suppliers, maintain good relations and seek cost
* effectiveness
* Work within a budget set by the logistics manager and be able to account for all
* expenditure.
* Prepare and update monthly logistics, schedule to assure deliveries to production locations. Coordinate product delivery schedules with customers.
* Ensures inventory accuracy by coordinating the inventories and goods system to system information with distribution centers to near real time monitoring of EDI processes as well as other manual inventory and adjustment processes
* Ensures accuracy of physical inventory order sequence by entering inter-company purchase orders and inter-company transfers into the system following defined processes,
* Verifies accuracy of physical inventory when needed,
* Answers questions regarding sourcing from internal and external customers as needed,
* Ensures that goods are shipped in the most timely and efficient manner according to documented processes, including planning the transportation route and payload, selecting the mode of transportation, tendering the order for transportation, and tracking the shipment from pick up through delivery all the while targeting cost reduction, freight savings, service and contractual requirements;
* Assembles load fragments into consolidated loads thus balancing freight savings, service and contractual / legal requirements;
* Base on the above job description, you can set up: KPIs, KRAs, job objectives/goals, job standards/requirements, job specifications/qualifications.

**Worked with Modern Freight Company Apr 2008 till Dec-2010**

**Asst Logistics Coordinator Jebel Ali, DXB, UAE**

**MFC**  an ISO 9001:2000accredited company is one of the leading providers of international logistics solutions, operating from the largest privately run CFS and two state-of-the-art distribution centre in the Jebel Ali Free Zone. MFC has provided solutions within the field of freight management, warehousing and distribution, project management and container conversions. MFC diversified its activities into areas of transport, storage and distribution, worldwide movement of cargo, including domestic and international air and ocean freight (LCL & FCL), Sea-Air combine, road transport, bonded warehousing and door to door services and today, we are one of the most prominent logistics companies in the Middle East.

***Responsibilities:***

* Arrange collection of documents from clients for proceeding with import/export operations.
* Open appropriate job files and update Warehouse Management System with accurate data.
* Accuracy in data entry
* Manage the movement of products/equipments/materials in and/or out of the country in accordance with organizational policy and procedure, and to comply with relevant local, country and international law process.
* Prepare Good Received/Issued notes and send to principals/customers.
* Negotiate freight/transport rate with approved suppliers.
* Coordinating with Documentation Department to prepare the necessary documents for import or export of goods on behalf of the Client.
* Coordinate with Warehouse Department for release of goods.
* Coordinate with Transport Department for arranging transport & delivery of goods as instructed by the Client.
* Providing Active Customer Service.
* Educate the customers & their clientele, regarding Jebel Ali Free zone rules, regulations, documents and Customs Processing.
* Preparing Standard Operations Procedure (SOP), keeping in mind the client’s requirements and get approval of the same.
* Perform account & payment follow-up and collect outstanding overdue successfully.
* Maintain strong relationship with existing customers & develop new clientele.
* Develop contact in the market with the help of networking, business development & Public Relations skills.
* Adhere to relevant health and safety laws and policies.

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| **OPAL ASIA LOGISTICS PVT LTD (INDIA) Acting Agent for PERMA CONTAINER LINE (Nov 06 TO Apr 08)** |  |
| **Designation : Documentation Executive**  ***Responsibilities:*** |  |
| * Documentation/Export/Import handling operation Coordination with * overseas clients * Sorting out problem with clients overseas / Overseas clients and agents * Preparation of Export BLs. * Customer Co-ordination, Imports / Exports Cargo * Timely releasing MBL & HBL or Direct Shipper Liner OBL * Co-coordinating with carriers & check if they have received the shipping * instructions in good order * Preparation of shipping documents from booking confirmation to the * shipper also creating * Forwarders Cargo Receipt & in-house Bill of Lading   **Education** : Graduate B.Com Calicut University 2010  **Computer skills :** Proficient with the use of MS-Office, ERP, CRM, Windows and Internet  Personal details:  Date of Birth : 13 Jul 1985  Marital Status : Married  VISA : Employment Visa  UAE Driving Licence : Yes  Languages Known : English, Hindi, Malayalam, Marathi and Tamil | |