

**PROFILE**

Over 21 years of supply chain operation expertise. Specialized focus on continuous improvement and superior service delivery. Effectively manages supply and seeks improvement opportunities for growth and launches new strategies to deliver cost effective methods.

**CONTACT**

EMAIL:

[Mutharasan-397244@gulfjobseeker.com](mailto:Mutharasan-397244@gulfjobseeker.com)

MUTHARASAN

Supply chain planner / Logistics specialist

**EDUCATION**

**APICS - LEORON Professional Development Institute, Dubai** 2019

CPIM – Certified Production and Inventory Management

**MAHATMA GANDHI UNIVERSITY, INDIA**

2013 - 2015

MBA in Supply Chain Management

**St. John's College – MS University,** Tirunelveli, India1993-1996

Bachelor’s degree in economics

**ITI Computer Centre, Tirunelveli, Tamilnadu India**

1996-1997

DPCS - Data Preparation and Computer Software

**Pentagon Academy, Tirunelveli, Tamilnadu India** 1997

Diploma in MS-Office packages

**WORK EXPERIENCE**

**In Dubai, Supply chain Logistics coordinator** Jan 2019–present

* Arrange S&OP meetings and develop demand plan based on forecast from sales team based on customer demands
* Maintain inventory levels to fulfill demand plan and update sales team the availability and possible overflow/shortage situations
* Prepare Purchase orders and Stock transfer orders for Bulk Marine shipments from Kuwait to All European destinations (Turkey, Italy, Spain & Belgium)
* Co-ordinate/negotiate service contracts and other terms
* Arrange goods receipts/issues and adjust difference in outturn in each plant and ensure 100% inventory accuracy
* Ensure EU Customs compliance, formalities and regulations (T1)are fulfilled for both import and export in region
* Co-ordinate with Service providers (MOL, Stolt, etc..) and nominate barges for the lifting from Ineos, Belgium and arrange delivery to Vopak, Antwerb and export documentations
* Accrue costs in system, allocate costs in relevant cost centers for service providers (SGS, DB Schender, Stolt, MOL, Terminals and warehouses)
* Monitor EDI failures and trouble shoot errors
* Co-ordinate with Sourcing plant, Terminals/Vendors/4PL Service provider to ensure smooth export flow.
* Maintain KPI (Inventory accuracy, on time shipment/delivery, forecasting accuracy

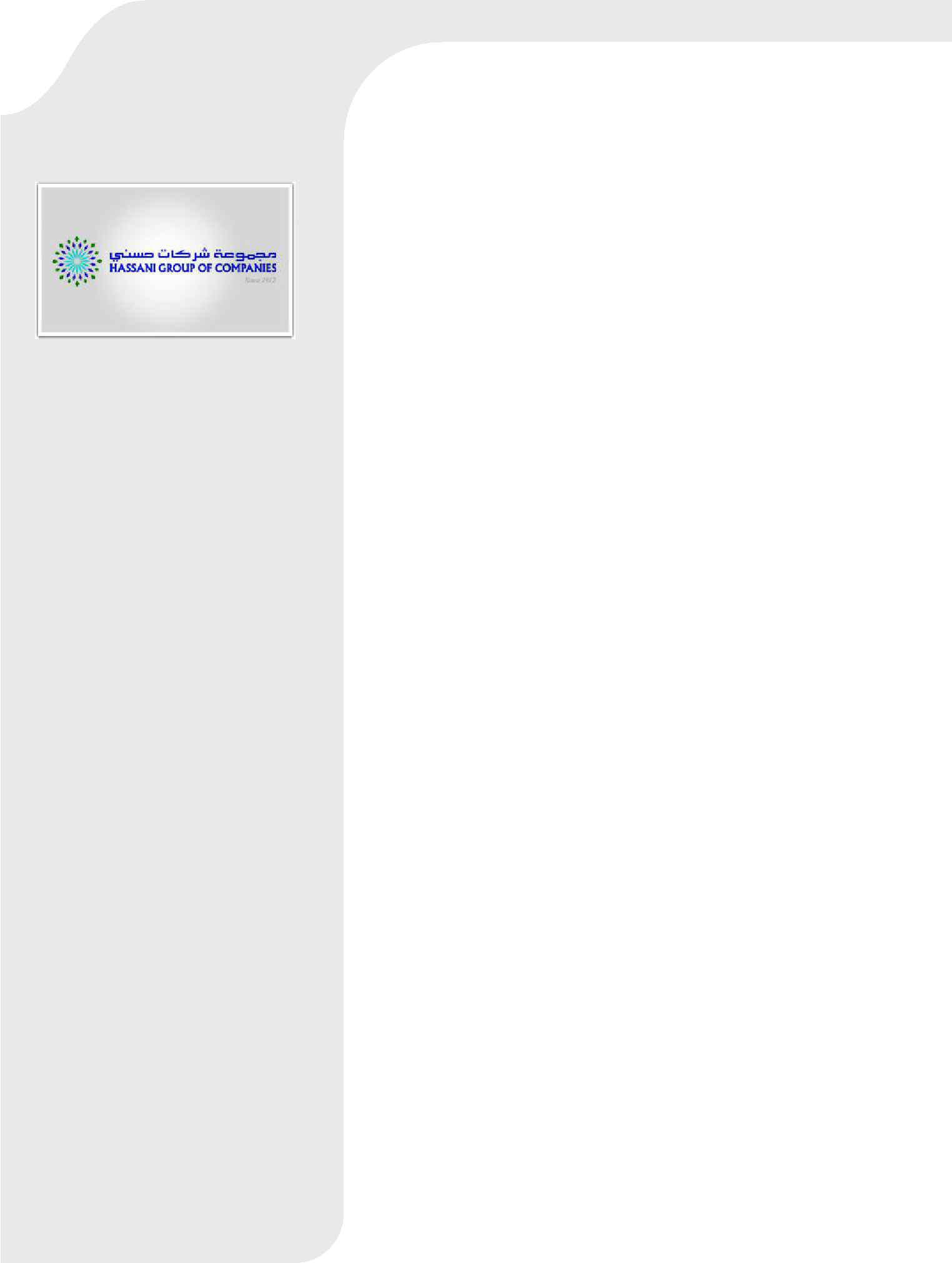
**WORK EXPERIENCE**

**The DOW Chemical Company, Dubai, U.A.E.**

**Import/Export/Outplant coordinator**

Jul 2013–Dec 2018

* Prepare import/export documentation and shipment execution for all Sales Orders and Stock Transfers orders from Distribution Center (DC) to internal and external customers
* Monitor Cycles times of Pick, Pack & Ship Process.
* Work alongside the Supply Chain Team Members on constant process improvements in a 3PL environment.
* Maintain 100% inventory accuracy
* Monitor goods returns, relevant documentations and add to stock
* Monitors the full range of logistics, import and export compliance activities, duty reductions programs, overage and shortage reporting, COO verification and restricted party screening, anti-boycott, and sanctions/embargoes
* Handle SWAP exchange transactions
* Co-ordinate with Finance team & trade compliance team and do the needful to have orders released from credit/CWC blocks
* Generate reports for open orders / pending deliveries and discuss with CSR, LSC, Planners, Transporter and warehouse
* Filling of export and import shipping documents to follow JAFZA and GCC Customs regulations.
* Lead & execute improvement projects in the 3PL to reduce costs, improve cycle time and meet customer expectations.
* Follows regional procedures in conjunction with Corporate import guidelines for the correct entry of merchandise, including proper valuation, classification, country of origin, and ensures that compliant information is provided to customs authorities
* Get quotes from different vendors and negotiate rates/services
* Arrange purpose requisitions/orders for the purchases and follow up delivery/receipt
* Ensure Freezone and GCC customs duties and permits are taken
* Arrange CWC permits from ministry for restricted goods
* Ensure Free Trade Agreements (GCC, Egypt etc) are followed and duties are exempted for such shipments accordingly
* Prepare and submit documents like import/export declarations, duty exemptions, certificate of origins to Dubai customs authorities for auditing and follow up approval
* Arrange permits from authorities as per destination country requirements.
* Co-ordinate with Dubai Municipality, Dubai Customs, Ministry, Chamber of commerce and ensure necessary permits are taken

**Hassani Group of Companies, Dubai, U.A.E.**

**Import/Export documentation Executive**

March 1998–June 2013

* Overview day to day operations, resolving issues, ensuring that orders shipments are cleared from Port before allotted free time and delivered to Hub Distribution Centre and customers in a perfect manner (on time, in full, no damages, correct documents).
* Transportation and freight quotes from shipping companies
* Ensure that we maintain a high level of trade compliance (HS codes, country of origin, duty rates, duty exemptions from authorities, INCO terms etc.)
* Maintain full visibility of shipments inbound/outbound to ensure minimal Leadtime
* Manager debtors/creditors
* Handle letter of credit
* Negotiate shipping documents through Bank on the basis LC, open account and collection
* Act as primary focal point for Dubai Municipality, Dubai Customs, DP World, Ministries etc

**SKILLS**

* SAP Expertise
* Analytical skill
* Risk analysis
* Stock planning and supply management
* Documentation, Transportation, Warehousing
* Freight, demurrage/detention, duties and handling spend and cost to serve
* Trade Compliance
* Trained/Certified by Dubaitrade
* Experienced in dealing with Govt Authorities (Dubai Customs, DP World, Freezone, Dubaitrade, Dubai Municipality, Ministry, etc)
* GCC & EU Customs experience
* Vehicle Utilization
* Vendor/Service providers (Quality/Quantity/3PL/4PL management thru KPI (Ontime shipment/Ontime delivery/Inventory accuracy/Ontime payment to vendors
* Excel dashboard report/design and presentation design in

PPT

* Training and development