

PROFILE SNAPSHOT

- Over 2 years of experience in Logistics, Freight Management, Import -Export Operations, Documentation of the department.
- Over 4.5 year of experience in waste management company as Operation Executive mainly dealing with daily collection coordination, Documentation etc.
- Liaising with Sales and operations department for the execution of the job.
- Closely monitoring the operational process and work schedules.
- Forwarding feedback to the clients
- Co-coordinating with the company for appointments with the respective heads
- Responsible for establishing new contacts for developing the business.
- Preparation of Quotations, sales report and coordinating the operations.
- Preparation of reports & cost estimation of each week's business.
- Coordinating with the existing clients for their day to day requirements.
- Negotiation of freight with concerned carrier agents / lines and associates
- Well versed with the government policies & regulations & provisions of UAE Customs
- Experience in managing the entire logistics function & maintaining smooth relations with transporters for cost effective transport solutions and expeditious clearances
- Possess updated knowledge of the complete oilfield security pass processing and procedures of Abu Dhabi region
- Excellent interpersonal, analytical, relationship management & negotiation skills

WORK EXPERIENCE

1. Organization : **ADSO LLC**
Abu Dhabi, United Arab Emirates.

- ADSO group of Companies was established in 1968 with Head Office in Abu Dhabi and Branches in Dubai, Sharjah, AL AIN , Al Ghuwaifat, Al Mazyat and Associated offices in other major Gulf Cities specialized in providing Freight forwarding, Customs clearance, Trucking service, Marine Services, Heavy lifts, Equipment Rental throughout Gulf and Middle East countries, cable and Pipe laying, Networking, Earth and Civil works etc. to the Oil, Petrochemical, Telecommunication and Power Industry Projects in the region.

Designation : **Logistic Coordinator**
Duration : January 2019 to January 2021
Reporting to : Manager –Freight & Logistics

ROLES & RESPONSIBILITIES

- Coordinating complete logistics for import/ export items and goods through air, sea and road; preparing pre-shipment & post shipment documents and arranging to send post shipment documents to the concerned departments
- Identifying and networking with cost effective & reliable vendors/ suppliers for purchase of requisite materials and spares as well as project procurements.
- Negotiating with transporters, shipping lines, service providers, agents, etc. to achieve seamless and cost-effective movement of consignment for timely deliveries
- Exposure in handling site operations and accountable for quality service & timely completion of projects.
- Looking after construction raw materials like sand, aggregates supply and establishing contact with their suppliers
- Lifting & earthmoving equipment's and their suppliers
- Managing the export operations and maintaining various documents for the same

- Interacting with Custom House Agents, C&F Agents, airport & dock officials, and other external agencies for ensuring timely clearances, permissions and cost effective transport solutions
- Meeting the prospective clients and sending introduction letters about the company; generating enquiries and turning them into business

2. Organization

: **Veolia Middle East – Branch of Abu Dhabi**
Abu Dhabi, United Arab emirates

- Veolia Middle East Recycling LLC (VMER) is a local subsidiary of the French-based global group, SUEZ. The company combines global knowledge, with firm roots in local communities, to shape the future of resource recovery in the United Arab Emirates. Operating in more than 70 countries and 5 continents, Suez provides millions of people and industries around the world, with solutions for drinking water, waste water and waste management.

Designation	:	Senior Operation Executive
Duration	:	January 2021 to till this date
Reporting to	:	Operation Manager – Operation Department

ROLES & RESPONSIBILITIES

- Handling Rear loader truck (RCV) day to day operations.
- Coordinating with site supervisors for timely checking the skips for emptying.
- Coordinating with the customers for the scheduling of collection.
- Coordinating with the subcontractors for the timely delivery of the bins and skips
- Providing timely updates to line manager regarding the daily collection of RCV services.
- Handling Tadweer site for assigning manifest numbers to the customers.
- Handling Tadweer ID and password of customers to handle bolisaty.
- Creating contract between Veolia and customers in Bolisaty.
- Assigning manifest to vehicle according to the schedule.
- Coordinating with the drivers for the exact time of the collection of waste and delivery of skips and bins.
- Allocating work to drivers according to the daily schedule.
- Sending monthly reports to the customers regarding the daily waste collection.

EDUCATIONAL QUALIFICATIONS

- Completed **Master of Business Administration in Logistics & Human Resources** from Bharathiar University, India in 2018
- **Bachelor of Business Management** from Bangalore University, India in 2018
- **Indian School Certificate**
Board of Delhi, India
- **Indian School Certificate Examinations**
Board of Delhi, India

COMPUTER SKILLS:

- Outlook
- SAP
- Microsoft Tools
 1. Word
 2. Excel

LANGUAGE SKILLS

- English
- Hindi

Read**Speak**

:	√	√
:	√	√

PERSONAL DETAILS

Date of Birth	:	18 October 1994
Nationality	:	Indian
Driving License	:	Valid driving License – UAE
Visa Status	:	Valid Employment visa

DECLARATION

I hereby affirm that all the above stated information is accurate and true to the best of my knowledge & any references required shall be presented upon request.