

DHAVAL VASITA

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Summary

Meticulous Logistics Manager with desire to find effective solutions to performance issues and high freight costs. Experienced in mentoring employees and enforcing safety procedures. Offers successful career history spanning more than 13 years. Capable import & export knowledgeable about managing routes while providing top-notch customer service to customers. Well-organized and service-oriented team player focused on keeping customers happy and surpassing sales and support objectives. Experienced in managing paperwork, collecting payments and resolving issues. Enthusiastic Logistics Manager offering 13 years of experience in overseeing proper product rotations and ensuring compliance with government regulations. Polished and educated with training in accounting. Meticulous record-keeper. Director Customer Logistics offering strengths in freight cost reporting and operational management. Identified new solutions that reduce cost and improve efficiency. Fosters continuous improvement environment across warehousing, logistics, transportation and customer service operations. Built productive relationships to achieve business objectives.

Skills

§ Proficient in [Sap, Tally ERP 9]	§ Inventory Accuracy
§ Distribution and warehousing	§ Purchasing
§ Data analysis	§ Fast learner
§ Policies and procedures	§ Warehouse and fulfillment
§ Documentation	§ Excellent time management
§ Logistics management	§ Trip planning
§ Shipping and receiving	§ Quality management systems knowledge
§ Carrier negotiations	§ Revenue generation
§ Issue resolution	§ Budget management
§ Team development	§ Warehouse and manufacturing operations
§ Project management	§ Inventory Planning

Experience

Logistics Manager Noble Group	01/2016 to Current Luanda, Angola
<ul style="list-style-type: none">• Performs costing of all import shipments for goods in transit in the consignment data base. Liaises with Finance Department for opening Letters of Credit, transfers, and Bank Delivery Order for shipment covered by L/C.• Co-ordinates clearing and forwarding of all imports & exports for the company.• Authorized our Freight forwarders to clear the goods in case of direct shipments.• Attends inspection of damaged goods during transit at airport/seaport along with the Insurance company's representative.• Obtain short lading certificate from Customs Authority.• Files Insurance claims and follows up for payments/credit note with the insurance company.• Checks and verifies Freight Forwarder's invoices for both imports & exports, obtain approval from respective department Head and forwards these to Finance for payment.• Negotiated with 15 different freight companies and received annual contracts that effectively saw a cost savings.• Provided updates on critical shipments to the corporate departments and customers who requested them.• Ensured all warehouse personnel were properly trained and certified on equipment, including forklifts and pallet movers.• Monitored an annual freight budget.• Built and cultivated a lasting rapport with employees, peers, upper management and outside vendors.• Implemented and enforced all policies and procedures for the entire logistics department.• Forecasted manpower requirements based on daily workload and company targets.• Led cross-department initiatives to develop and pursue cost reduction programs.• Collaborated with third-party vendors to implement a new [SAP] system.• Communicated all emergencies, delays due to weather and carrier schedule changes to customers and	

supervisors.

- Supervised material flow, storage and global order fulfillment.
- Drafted budgets, monitored warehouse costs and reduced expenses when possible.
- Coordinated quarterly business reviews alongside senior management.
- Maintained accurate stock records and schedules.

Warehouse Manager

06/2011 to 12/2015

Sanzi Group

Luanda, Angola

- Provided information to shipping and receiving personnel regarding inventory stock.
- Generated warehouse shipping documents, packing lists and invoices.
- Satisfied reporting requirements with timely and accurate logging of daily activities.
- Researched issues to address shipping errors and packaging mistakes.
- Used logistics appointment scheduling software to track orders, provide updates and confirm deliveries.
- Complied with local, state and federal requirements involving shipping and handling of hazardous materials.
- Planned stock quantities according to marketplace demand and sales forecasts.
- Managed vendor relationships to support supply chain and maintain product quality.
- Organized warehouse design to maximize space for stock while allowing for high volume traffic zones.
- Established and maintained good relations with customers, vendors and transport companies.
- Hired, trained and motivated warehouse staff to meet tight schedules and demanding performance targets.
- Provided detailed instructions for job responsibilities, safety protocols and company guidelines to new employees.
- Secured resourcing for materials, equipment and personnel to meet warehouse operational needs.
- Monitored equipment for signs of mechanical issues and organized repairs to maintain functionality.
- Managed warehouse system updates to increase productivity and reduce errors.

Logistics Manager

04/2009 to 04/2011

S.B.Enterprises

Dar Es Sallam, Tanzania

- Maintained high standards of internal and external customer service.
- Troubleshooted and formulated strategies for expected and unanticipated logistics issues.
- Identified and resolved shipping and packaging errors.
- Utilized ordering, tracking and billing systems and associated processes.
- Determined appropriate licensing requirements and product classification for import and export shipments.
- Logged, processed and followed up on merchandise authorization shipments in databases.
- Refined and improved product transport and storage processes.
- Coordinated with freight forwarders to expedite international shipments.
- Reviewed profit and loss statements and metrics to identify trends and opportunities.

Education and Training

Beachelor of Commere

06/2005

Vivekananad Collage

Ahmedabad

High School

03/2003

Shri Jivan Sadhana Higher Secondary School

Ahmedabad

Languages

Hindi: First Language

English:

C2

Hindi:

C2

Proficient

Proficient

Gujarati:

C2

Portuguese:

C2

Proficient

Proficient

ADDITIONAL SKILLS

Expert in Microsoft Office (Word, Excel), MS Access, SAP , Telly erp 9, Axpert