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Kiran Thilakan Mellitte

Logistics Executive

PROFESSIONAL SYNOPSIS:

Talented Executive in Logistics Management Professional with Good experience 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.
- Handling Import / Export / Cross Trade & Break Bulk shipments.
- Systems, Policies & Producers Development & Implementation.
- Profit Maximization / Expense control.
- Motivated and organized team Player.
- Good coordination & Negotiation skills.
- Good communication and inter personal skills.

CAREER EXPERIENCE:

Organization	Position	Period
M.R.S. Packaging Ltd (FMCG)	Logistics Executive	November 2016 – Present
China National Building Material Group Fze, Dubai	Logistics Coordinator	March 2013 – October 2016
MFC (Modern Freight Company), Dubai	Operation Coordinator	March 2010 – February 2013
H.T.L Logistics Pvt Ltd, India	Documentation Executive	April 2008 - December 2009

ACADEMIC QUALIFICATION:

EXAM	COLLEGE	YEAR
Diploma (Logistics & Supply Chain Management)	EXPORT TRADE & TRAINING INSTITUTE	2008
Bachelor Degree In Commerce	SIES COLLEGE OF COMMERCE	2008
Higher Secondary School	SIES COLLEGE OF COMMERCE	2005
Secondary School Certificate	ST ANTHONY'S HIGH SCHOOL	2003

COMPUTER SKILLS

Excellent knowledge MS Office (Word, Excel, PowerPoint) / WMS / Oracle .

LANGUAGE PROFICIENCY

Fluent in English, Hindi, Marathi, Malayalam.

PROFESSIONAL EXPERIENCE:

Company name	M.R.S. Packaging Ltd, Dubai
Position title	Logistics Executive
Date joined	November 2016 to present

M.R.S. Packaging Ltd. is a leading supplier of **FMCG** products and equipment to concessionaires and other businesses in the Middle East, Africa and Asia. Right from equipment to supplies that keep them running, and disposable packaging to serve the food. Business for a really wide range of fun foods - Popcorn, Nachos Tortilla Chips and Cheese, Cotton Candy, Candy Apples, Caramel Apples, Slush, Soft Serve, Hotdogs, Waffles and Crepes. Exclusive distributors of some leading US brands like Gold Medal Products Co., Ricos Products Co. and Dart Container Corporation. HACCP certified and a member of the National Association Of Concessionaires (NAC). After-sales service is an industry benchmark. Fun foods are a lucrative line of business - easy to set up and run and high on profits. Exclusive distributors to Theaters & Cinemas, Stadiums, Amusement & Theme Parks, Hotels & Restaurants, Airports & Snack Bars, Coffee Shops, Sporting Clubs & Bars, Children's Play Area etc.

Roles and Responsibilities:

- Manage day to day logistics operations related to import, export & cross trade - receiving, locating and dispatching of goods, ensure timely arrival, safe receipt, storage, retrieval and timely dispatch.
- Responsible for the coordination of Food Items & Equipment to all new projects and existing projects all across region, according delivery requirements, including documents and cost control.
- Be the main point of contact centrally for the area logistics personnel.
- Preparing all relevant Documents for Exports and Imports.
- Accurately prepared and processed invoices, packing lists and relevant shipping documentation in a timely manner(English/Arabic).
- Manage effective customer communications via phone and email.
- Prepare shipping documents against letter of credit (as per UCP 600) to be submitted to the bank for payment.
- Organizing Export Health Certificate (FHCR) and prepare (FIRS) on importation of cargo using online Dubai Municipality site.
- Organizing Certificates of Origin from Dubai Chamber of Commerce & Industries and legalization of documents for various shipments from various ministries and embassies.
- Organizing Agricultural Export/Re-export Phytosanitary Certificate on export of cargo using online Ministry of Climate Change & Environment site.
- Organize Insurance cover for all shipments (Sea/Air/road) for imports, exports and for cross movement across AI region.
- Ensure all outbound customer orders are in action within KPI requirements.
- Liaise with Inspection Agencies in Dubai and organize pre-shipment inspection for good being exported to countries where PSI is applicable.
- Send all required customs documentation to customers & 3PL providers, and thereby ensuring on-time deliveries.
- Organizing & coordinate transportation for all overland movement of cargo & equipment.
- Ensure Customs Deposits/Guarantees claims are processed on time for the above and obtain refund on due dates.
- Fully responsible for all couriers (packages) being send to all operational sites.
- Clearing of all Suppliers invoices pertaining to Logistics (Import / Export and Local Transportation).
- Ensure that the Import / Schedule (shipment tracker) for all equipment & material being Imported / Exported for respective region is kept updated at all times.
- Liaising with various border clearing agents for import / export clearance at respective customs border.
- Prepare and send Inbound/Outbound report on a weekly basis.
- Identify new routes/ area to take advantage of better cost opportunities and Working with efficient shipping methods to improve company margins.
- Ensuring the customers' satisfaction and the correct processing of client orders, logistics and payments, solving eventual commercial issues.
- Undertake any other duties in line with the basic objectives of the post and as directed by the Line Manager.

Company name	China National Building Material Group Fze, Dubai
Position title	Logistics Coordinator
Date joined	March 2013- October 2016

China National Building Material Group fze is one part of CNBM Group. CNBM is the largest building materials and equipment company in China. It has ranked No.85th of Chinese top 500 Enterprises. Over 300 subordinate factories and companies. CNBM was launched in Jebel Ali Free Zone (Dubai) in year 2013, which covers an area of 52,000 square meters with all good facility of office building and warehouse, and CNBM WOOD COMPLEX specialized in Timber & Wood products from all area over the world.

Roles and Responsibilities:

- Responsible for the coordination of the flow of goods from various origins to project sites, according delivery requirements, including document and cost control.
- Set up and update effective tracking report for visibility of materials for each project and be responsible for updating logistics information.
- Monitoring and measuring customs process against contract platforms.
- Review and Import Pre-alert documentation for accuracy prior to forwarding to the customs broker for customs clearance.
- Proactively resolve issues and act as support for customs and logistics matters.
- Ensure support to Logistics team in developing project specific logistics procedures as requested.
- Maintaining close contact with Logistics Management team and others as required supporting service deliveries.
- Managing drivers and delegating task in an efficient way.
- Handle claims with insurance companies for issues with shipments.
- Preparing all type of documents for Export and Local shipments.
- Maintaining close coordination with freight forwarders & shipping line.
- Strategically plan and manage logistics, transportation and customer services.
- Direct, optimize and coordinate full order cycle.
- Dealing with Dubai port and Customs.
- Evaluate and select freight forwarders.
- Keep track of quality, quantity, stock, delivery times, transport costs and efficiency.
- Making sure that all inventory processes (GRN) are completed on the same day.
- Entering all suppliers cost in warehousing ETP system for sale of product.
- Accurately updating all data into computer and manual recording systems.
- Manage the team of direct reports through communicating job expectations, monitoring, and developing, as well as enforcing company policies.
- Coordination of activities of various in house departments to ensure time bound project executions meeting deadlines.
- Adhere to relevant health and safety laws and policies.

Company Name	MFC (Modern Freight Company), Dubai
Position Title	Operation Coordinator
Date joined	March 2010– February 2013

MFC an ISO 9001:2000 accredited 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.

Roles and Responsibilities:

- Planning and Executing Complete Logistics activities of Key Clients.
- Clearing Import and Export documents from Dubai Customs through Emirsal-2.
- Ensuring Compliance with JAFZA & Customs & safety requirements.
- Monitoring & managing Export & import formalities.
- Open appropriate job files and update Warehouse Management System with accurate data.
- Identifying and arranging warehousing & logistics requirements.
- Arranging for quality certifications, Online Municipality approvals.
- Clients Served Include is as below
BASF / Mapei's / CGG Veritas / BP Middle East Fze/ Diesel Technic Fze.
- Managing import and Export cargo movement including sea /air / overland freight arrangements, Customs clearance.
- Identifying and arranging Storage requirements.
- Export and Local Order management and delivery.
- Ensuring relevant customs and other required documentation for inbound and outbound shipments.
- Claiming customs deposit money back from Dubai customs for against which cargo has been re-exported from other GCC point of exit by sea.
- Maintaining inventory & transaction records in warehouse management system.
- Regular reporting based on customer requirements.
- Resolve any arising problems or complaints.

Company Name	H.T.L Logistics Pvt Ltd, India
Position Title	Documentation Executive
Date joined	April 2008- December 2009

HTL Logistics is a Global Logistics provider covering all aspects of the Supply Chain from Ocean/ Air Freight forwarding, Customs Brokerage, Warehousing & Trucking. For over 37 years, HTL devoted work to each of customers, and have successfully helped reduce surplus inventory, increased order visibility, and controlled escalated delivery-cycle times, while reducing overall supply chain costs.

Roles and Responsibilities:

- Handling Import/Export documentation and operational process.
- Co-ordination with overseas clients.
- Sorting out problem with Overseas clients and agents.
- Preparation of Export BLs and timely releasing MBL & HBL or Direct Shipper Liner OBL.
- Coordinating with carriers & check if they have received the shipment in good order.
- Preparation of shipping documents from booking confirmation.
- Keeping a payment follow up for brokerage payment from Co-loader.

DECLARATION:

I hereby declare that above mentioned information is true to the best of my knowledge and belief.

Kiran Thilakan Mellitte.