

Profile

A motivated professional seeking a position in a challenging environment, 6 years experience in Imports/Exports out of which 3 years in Kuwait, 3 years in India and 1 year experience in purchase department.

Academic Credentials

| Qualification | Institute | Board | Year | % |
|---------------|------------------------------------|-------------|------|-----|
| MBA | Sona College of Technology | Autonomous | 2013 | 70% |
| BBA | Government Arts College | State Board | 2011 | 65% |
| XII | Government Higher Secondary School | State Board | 2008 | 83% |

Power Skills

1. MS Office Suite
2. Handling International shipment
3. Deadline & Scheduling Management
4. Quality Assurance
5. Customs Documentation
6. International Logistics
7. Purchase

Work Experiences

Logistic Officer

August 2018 to February 2021

Safwan Trading & Contracting Company

KUWAIT

- Correspondence (providing information, updating, advising on problematic issues) with the Suppliers and Distributors worldwide, Insurance Agents, Clearing Agent and Shipping Companies.
- Preparing official documents for imports or verifying documentation is in order for the efficient and lawful execution of all import activities.
- Ensuring shipment delivery meet deadline of the order/ contract with the client.
- Follow-up with international shipping lines (Air, Sea and Road) and clearance agents and/or solve important issues to avoid probable delay/ demurrage, when needed.
- Creating new items, entering purchase orders in Oracle.
- Enter the goods received into **Oracle: JD Edwards Software**

- Entering the Purchase order (stock) into system.
- Support in Financial process that is with accounts payables & Debit notes.
- Prepare and submit relevant administration documents in a timely and accurate manner, for example: shipping schedules; licenses; packing, routing, transport and safety documentation.
- Arranging and completing all associated paperwork, which documents the nature of the goods being imported from abroad and that they are legal and legitimate.
- Applying to QCL supplier's invoices – initial & final release for Pharma products and obtaining relevant approvals from Ministry of Health.
- Insurance: Insuring shipments and sending claims in case of damages.
- Flexibility in handling all imports and exports related works.
- Negotiate best possible freight option (air/sea/courier/truck), considering all parameters of the shipment to ensure customer satisfaction.

Purchase Executive

Eiffel Engineering General Trading & Contracting Co.

March 2018 to July 2018

KUWAIT

- ✓ Prepare and raise purchases requisition for purchase of local and Import items.
- ✓ In charge of imported food items such as visiting warehouse and responsible for Maintaining Import Documents.
- ✓ Coordinating and managing all activities during the local purchasing process, such as following up on orders, confirming delivery of PO's and monitoring transportation.
- ✓ Preparation of Material Request and Daily reports.

Purchase Assistant

Al- Hathaifa Modern Trading Ent LLC

November 2016 to April 2017

Oman, Muscat

- ✓ Maintain records of goods ordered and received.
- ✓ Ensure that any invoices are sent to accounts for payment.
- ✓ Review deliveries against the orders
- ✓ Responsible for maintaining electronic and manual filing systems.

Export Assistant

July 2013 to October 2016

KMB Granites Private Ltd.

INDIA, Salem

- ✓ Preparation of Export documents such as Quotation, Proforma Invoice, Commercial Invoice, Packing list, Bill of Exchange, letter of Credit and Purchase order.
- ✓ Responsible for Maintaining Export Documents such as Bill of lading, Custom Papers, Mate Receipt, Payment, Insurance, Fumigation Certificate, Certificate of Origin and others.
- ✓ Examine the customs documents before the authorities to sign.