



Jeff Harry Moses

Dubai UAE

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Results-oriented professional with over 6 years in **procurement, logistics & shipping operations, administration, and customer service**. Skilled in streamlining supply chains, managing procurement, and ensuring timely delivery. Expertise in supplier evaluation, cost-effective contracting, and ERP-based inventory management. Known for enhancing efficiency, building strong vendor relationships, and exceeding client expectations.

CORE COMPETENCIES

- End-to-End Supply Chain Management
- Purchasing Operations: Vendor Management, Order Creation, Cost Confirmation, Incoterm.
- Logistics Management: Transportation, planning, shipment coordination
- Warehouse Operations
- Inventory Control
- Office Administration & Executive Assistance
- Data Analysis & Reporting
- Team Collaboration & Client Relationship Management
- Process Optimization & Problem-Solving

PROFESSIONAL EXPERIENCE

Administrator

Dubai World Trade Centre, Dubai, UAE

June 2024 - December 2024

- Provided comprehensive administrative support to the AVP by managing schedules, organizing meetings, and facilitating communications
- Handle confidential correspondence, emails, and phone calls, ensuring effective communication within the organization.
- Managed procurement of office supplies, maintaining inventory control and ensuring cost-effectiveness
- Prepare the roster by assigning shifts and tracking attendance (leave, OT, etc.) for each employees. Upload the monthly attendance report to the OTL system, verify the data, and notify HR for payroll processing.

Purchase Cum Logistics Executive

Tristar Transport LLC (Castrol BP Middle East)

Dubai, UAE

June 2022 - May 2024

- Led 4PL purchasing operations by aligning with planning team, optimizing vendor management and aligning strategies with inventory optimization goals
- Streamlined supply chain processes, collaborating with suppliers to ensure timely delivery, reducing lead times by 15%
- Managed import / export shipments and arranging space bookings and tracking shipments
- Managed 4PL logistics planning operations for inbound and outbound shipments, achieving a 95% on-time delivery rate across 25+ customer accounts
- Coordinated with freight forwarders and documentation teams to ensure efficient shipment collections and deliveries while complying with regulatory requirements
- Implemented a customer feedback system for logistics and purchasing, resulting in a reduction in customer complaints
- Enforced strict adherence to client standards in warehouse and logistics operations, maintaining a zero-incident safety record
- Collaborated with operations teams to enhance warehouse efficiency, improve stock accuracy, and meet sales order deadlines

Junior Operations Executive

Sharaf Shipping Agency, Dubai, UAE

January 2022 - April 2022

- Coordinated vessel logistics, scheduling, and documentation to ensure compliance with shipping regulations
- Monitored port operations and worked with port authorities to reduce vessel turnaround time

- Managed reporting on vessel movements and daily lineups, ensuring effective communication with principals and stakeholders
- Partnered with the accounts team to reconcile disbursement accounts, ensuring financial accuracy

Operations Officer

Standard Chartered Bank, Bangalore, India

December 2019 - June 2021

- Managed client onboarding and offboarding processes, ensuring compliance with banking regulations and documentation standards
- Built strong relationships with clients, leading to repeat business and higher customer satisfaction
- Streamlined administrative and operational workflows, improving team productivity
- Conducted process audits to identify inefficiencies and recommended improvements, reducing operational delays

Customer Service Executive

CMA CGM SSCI, Chennai, India

January 2018 - July 2019

- Processed shipment documentation, ensuring 98% compliance with international shipping standards
- Addressed customer issues related to shipment lifecycles, achieving a high SLA adherence rate
- Maintained accurate records in ERP systems, streamlining internal workflows
- Collaborated with cross-functional teams to resolve customer disputes effectively

EDUCATION

October 2021

MBA in Human Resource Management, Annamalai University, Chennai, India.

May 2017

B.E. in Electronics and Communications Engineering, Anna University, Chennai, India.

TECHNICAL SKILLS

- ERP Systems: **Oracle Warehouse Management System, Oracle Transportation Management System, JDE, Oracle Time and Labor.**
- Microsoft Office: **Excel (Intermediate), PowerPoint, Word**

ACHIEVEMENTS

- **CMA CGM Achievement:** **Consistently achieved 100% productivity with zero errors** during the high-demand fruit export season from Brazil to multiple global markets, ensuring flawless shipment processing and maintaining operational excellence under peak-season pressures.
- **Purchase Executive Recognition:** **Earned recognition from the BP team** for establishing and maintaining strong relationships with suppliers and freight forwarders, leading to significant reductions in lead times and freight charges.
- **Logistics Executive Performance:** Efficiently managed the export of over **300+ shipments (Sea and Road) during peak months**, ensuring seamless execution with zero discrepancies.

LANGUAGES

- English
- Tamil
- Malayalam

DECLARATION

I hereby declare that the information provided above is true to the best of my knowledge and belief. I understand that any false information may result in disqualification or termination of employment.