



Akash Chandran

Date of birth: 08/10/1992 | **Nationality:** Indian | **Gender:** Male |

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Address: Pioneer building, 37, 6009, Al Karama, United Arab Emirates (Home)

● ABOUT ME

MBA graduate with over five years of experience, including two years in the GCC region, specializing in marketing strategy coordination, logistics operations, and import processes. Skilled in managing Local Purchase Orders, warehouse transfers, and navigating platforms like DP World, Dubai Trade, and Dubai Municipality. Proven expertise in coordinating with stakeholders, preparing purchase contracts, ensuring compliance, and maintaining strong supplier and customer relationships to drive efficient operations and business growth.

● WORK EXPERIENCE

2024, Dubai, United Arab Emirates

LOGISTICS COORDINATOR HAKAN FOODS DMCC

- Managed logistics operations for marine and road transportation, ensuring timely delivery of goods while adhering to compliance and documentation requirements.
- Coordinated with multiple stakeholders, including buyers, suppliers, brokers, and clearing agents, to facilitate smooth logistics.
- Created and managed purchase and sales contracts, ensuring proper documentation and timely buyer payments.
- Developed shipping instructions tailored to specific destinations.
- Monitored vessel schedules and transshipment statuses to ensure efficient container handling.
- Prepared and submitted original documents for customs clearance and followed up on payment collections.
- Maintains strong supplier & customer relationships.

2022 - 2024, Al Quoz, Dubai, United Arab Emirates

IMPORT COORDINATOR MH ENTERPRISES

- Serving as an Import Coordinator, specializing in activities such as Bill of Entry processing.
- Coordinates vehicles for container collection and drop-offs at the port within specified timeframes.
- Manages Token and Gatepass bookings for containers in both LLC and FZE.
- Handles Food Import Registration System (FIRS) on the Dubai Municipality website.
- Manages New Item Registration FITR.
- Conducts documentation for receiving goods from ports in Dubai, Ajman, and Sharjah.
- Handles works from DP World, Dubai Trade and Dubai Municipality.
- Worked as Inventory Executive, managing warehouse transfers and generating Local Purchase Orders.

Business or Sector Transportation and storage | **Department** Logistics | **Email** info@mhduabi.com | **Website** <https://mhduabi.com/>

01/02/2017 – 04/04/2022 Alappuzha, India

MARKETING EXECUTIVE KERALA STATE COIR CORPORATION

- Coordinated marketing and distribution of Geo Textiles across Kerala Grama Punchayath's under the National Rural Employment Guarantee Scheme.
- Served as the Technical Coordinator and relationship manager for the International Virtual Event Coir Kerala 2021 organized by the Government of Kerala.
- Represented the company in the Virtual International Buyer Seller Meet conducted by The Handloom Export Promotion Council, India.
- Managed and coordinated business relationships with distributors, marketing, and advertising firms, involving meetings, agreements, documentation, and payments.

● DIGITAL SKILLS

Microsoft Excel | Power Point | Microsoft Word

● EDUCATION AND TRAINING

Thiruvalla, India

MASTER OF BUSINESS ADMINISTRATION MACFAST, Thiruvalla, MG University

● LANGUAGE SKILLS

Mother tongue(s): **MALAYALAM**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
HINDI	C1	C1	C1	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user