



Abhishek Radhakrishnan

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Dubai, UAE

Objective

To seek a challenging, growth- oriented and rewarding career. Looking forward to associating myself with an organization where there is an opportunity to share, contribute and upgrade my knowledge for development of self and organization served.

Employment History

KDU Marine equipment trading & maintenance LLC - DUBAI, UAE

Senior Operations Executive -Logistics, Customs (DEC 2020 – March 2023)

Duties & Responsibilities

- Custom Clearance of VHF radio's & delivering it onboard.
- Getting approvals from customs for Nautical publications
- Finalizing & booking containers for Sea Shipment with forwarders.
- Handling DG Shipments & forwarding it to forwarders
- Co-ordinates clearing and forwarding of all imports & exports for the company
- Authorizes our Freight forwarders to clear the goods in case of direct shipments.
- Checks and verifies Freight Forwarder's invoices for both imports & exports, obtain approval from respective department Head and forwards these to Finance for payment.
- Review and analyze all vendors supply and price options.
- Negotiate the best deal for pricing and supply contracts.
- Prepare shipping invoice & packing list
- Taking quotations from freight forwarders & placing shipment orders
- Handling DHL shipments local & international
- Tracking the progress of shipments.
- Reviewing inventory needs and keeping adequate stock.
- Handling both Local & International purchases.
- Coordinating with vendors to arrange shipping schedules.
- Using inventory software to keep track of orders, returns and supply.
- Monitor delivery schedule and customer orders.
- Maintain adequate inventory levels to meet customer demand.

Mars Furniture LLC – Sharjah, UAE**Senior Operations Executive – (Aug 2016 – Dec 2020)****Duties & Responsibilities**

- Ensuring proper coordination with the clients.
- Providing quotations & product details to the clients.
- Comparing and evaluating offers from suppliers.
- Tracking orders and ensuring timely delivery.
- Maintain updated records of purchased products, delivery information and invoices.
- In charge of daily operational purchasing needs such as planning, issuing and following up on purchase orders, delivery and shipment schedules.
- Following up of payments from customers.
- Assisting operations and other duties on a daily basis.

- Handling orders by phone/email and checking whether the orders have correct prices, discounts, and product numbers.
- Inputting orders, ensuring they are processed according to customer requirements, confirming orders accurately, and making sure they are delivered on time.
- Handling both Local & International purchases.
- Handling customer complaints and resolving it in a timely manner.

ASHIRWAD TECHNOCRATS – Bangalore, India

Asst. Operations Executive - (2014 – 2016)

Duties & Responsibilities

- Ensure proper coordination with the clients.
- Keeping track of the sales and customer complaints.
- Coordinating with all Franchisee offices located in different states.
- Preparing monthly & daily report of clients.
- Assisting operations manager in all day-to-day activities associated with the organization.
- Regular updates of online advertisement & other Virtual Medias.
- Prepare quotations based on client requirement.

Copyright Integrity International -Bangalore, India

Associate – Monitoring & Enforcement. - (2013 – 2014)

Duties & Responsibilities

- Web analyst's Extensive research and investigations on all content Providers on the internet.
- Identifying and removing infringing blogs forums and files on cyber-lockers by sending DMCA take-down notices
- Extensive research and investigations to obtain all evidence.
- Specializing on the Excel format and Reports or scorecard.
- Quality control and assessment of Search process
- Removal of intellectual property copyright content from YouTube platform using Content Verification Program and Content Management System.

Academic Credentials

Bachelor of Business Management (St. Claret College, Bangalore)
Have certificate of completion from Udemy for MBA. Supply chain & Operation Management.

Strengths

- Ability to rapidly build relationship and set up trust.
- Ability to cope up with different situations.
- Good communication skills and Quick Learner.
- Confident and determined.
- Strong analytical and problem-solving skill.
- Responsible and reliable along with great leadership qualities.

Personal Data

Date of birth : 20th Feb 1992
Mother tongue : Malayalam
Nationality : Indian
Marital status : Single
Father's name : Radhakrishnan Nair
Languages Known : English, Malayalam, Hindi, Kannada and Tamil
Driving License : Valid UAE License

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