RAMESH RAMAKRISHNAN

CONTACT INFO

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Dubai, UAE

COMPETENCIES

- Process improvement
- End to End Processing Shipment
- Organizing Management Shipment
- Tracking Freight Forwarding
- Logistics Co-Ordination
- Customer Fulfillment

KEY SKILLS

- Excellent communication skills
- Flexible and Adaptable to changes
- Highly Organized and Accurate
- Quick Learner
- Leadership and Team work
- Proactive
- Decision Making

COMPUTER SKILLS

- Computer Software and Hardware
- Microsoft windows/Excel/Word

ACADEMIC QUALIFICATION

- Bachelor of Arts (Economics)

LANGUAGES

- English
- Hindi
- Malayalam

PERSONAL DETAILS

- Date of Birth : 21-01-1983
- Nationality   : Indian
- Marital status   : Married
- Visa Status   : Employment

PROFESSIONAL SUMMARY

Seeking for a good position in Logistics and supply chain operations with 15 years of experience and expertise in overall supply chain management, the most common responsibilities like organizing and monitoring supply and distribution of goods, managing entire order cycle, managing logistics, warehouse, transportation, customer service, liaising with manufacturers, retailers, and suppliers.

WORK EXPERIENCE

Logistics Supevisor   **April 2024 to Present.**

Al-Talah Board Manufacturing Company, Kizad FZE, Abu dhabi.

- Directing, and coordinating full order cycle with forwarders,overseas agents, suppliers for Exworks, FOB ,DDP and all terms of shipments of different mode .
- Planning and Managing Whole logistics and transportation.
- Co-ordinating with Ware house for the loading and despatching of materials.
- Executing shipments coming to Kizad Fze, Abu Dhabi.
- Applying for Abu Dhabi Chamber of commerce certificate.
- Mofac attestation of invoices.

Logistics Officer   **January 2020 – 2024**
Al Khoory Group, Dubai, UAE

Duties & Responsibilities:

- Planning and managing logistics and transportation.
- Liaising and negotiating prize with Freight forwarders, shipping line, Couriers etc.
- Co-ordinating with over- seas agents , shipping lines for shipments for all terms and mode .
- Proceeding and managing all E-mirsal Documentation for Imports, Exports and Re-export shipment.
- Executing all operations for RO-RO shipments for vehicles
- Comply with customs laws, free zone, port rules & regulations.
- Applying for Certificate of origin and Signature of verification in Dubai Chamber portal.
- Applying for Duty Exemption and request for increasing Quota for particular HS Code duty exemption.
- Applying for E-Das attestation on Mofac site for supplier invoice as per Dubai customs law.
- Advise LC conditions to various department to match with the Logistics provisions and ensure execution of LC shipments with full control on the documentation to the Bank.
- Resolve any arising problems or complaints and supervise.
- Initiate improvements to enhance quality standards, as well as, initiating meetings with other departments to address specific performance.

Logistics Executive   **August 2016 - October 2018**
World Zone Shipping Services LLC, Dubai, UAE

Import:

- Checking with shipping line, Dnata and Airlines the arrival status of shipment.
- Sending arrival notice and provide information to customer prior to arrival of the shipment
- Arranging the messengers to collect shipment Documents from customers.
- Arranging the messengers for collecting the D.O, Exchange B/L and Co-ordinate with them accordingly.
- Processing all types of import (M-II) Bill of Entries to Execute the shipments.
- Co-ordinating for Air shipments for processing the Bill of Entry and Delivery.
- Update the clients Duty or Deposit and arrange to collect the payments prior to shipments.
- Arranging transportation for customers and update the delivery status accordingly.
- Processing Haulier code and DPA for FCL shipments.
- Preparing the Inbound and Outbound gate pass for LCL shipments.
- Preparing invoices and arrange for dispatch accordingly.
- Arrange to submitt the M-II doxs to customs before the dead line.
- Checking the standing Guarante account of Dubai trade and update the accounts for processing the deposit.
- Claiming for refund for Non-original Documents and Deposit shipments through Dubai Trade.
- Updating the accounts CDR availability for processing the duty shipments
- Co-ordinating with Carriers for Joint-Survey if the Cargo is in Damage Condition.

- Checking vessel schedule with shipping line and NVOCC, update customers as per their requirements.
- Booking of all size of containers with shipping line as per customer requirements.
- Arranging and co-coordinating with transporters for container placement and loading.
- Co-ordinate with clients for IMCO shipments and update the carrier with all required details.
- Co-ordinating with the DPA execute the shipments prior to cut-off time
- Sending Bill of Lading details (including online submission) to carriers.
- Collecting the drafts from carrier and provide to customer for confirmation.
- Collecting the OB/L or surrendering the same as per customer's requirements
- Execute the Air –shipments by completing all documents works prior to flight departure cut-off.
- Arranging insurance for shipments according to cargo value.
- Sending pre-alert for shipments to overseas agent and getting update from them accordingly.

Export Co-ordinator   **December 2014 - December 2015**
KGL Logistics, Dubai, UAE

Export:

- Liaising with Carriers and NVOCC the rates and send quote to customers.
- Processing all type of Export Bill of Entries prior to cut-off time.
- Sending Bill of Lading details (including online submission) to carriers prior to cut-off time.
- Collecting the drafts from carrier and provide to customer for confirmation.
- Collecting the Bill of Lading or surrendering the same as per customer's requirements.
- Sending pre-alert for shipments to overseas agent and getting update from them accordingly
- Tracking the shipments details with carriers and update the clients accordingly.

Operation Co-ordinator   **June 2012 - July 2014**
International Maritime & Aviation LLC – Dubai, UAE

- Checking the ETA for Break bulk Cargo and General Cargo, processing the BOE and the Delivery.
- Processing the BOE for transshipment cargo (Sea-Air, Sea-Sea).
- Co-ordinating with overseas agent, receiving pre-alert from them and update them regarding the shipments.
- Checking the arrival status and sending the Arrival Notice to Customers.
- Issuing delivery orders and bill of exchange letters to customers
- Preparing all type of import M-II Customs Bills (Local import, FZ transit in, Import for Rexport etc., submit to customs accordingly.
- Arranging transportation for customers and update the delivery status accordingly.
- Preparing invoices and arrange for dispatch accordingly.
- Follow up with the customers for the payments.

Operation and Documentation Assistant   **June 2007 - May 2012**
Reliance Freight Systems LLC, Dubai, UAE

Import:
- Co-ordinating with the overseas agent, receiving pre-alert from them and update the clients regarding the collector prepaid shipments
- Checking with shipping line the ETA of vessel.
- Sending arrival notice and provide information to customers accordingly.
- Issuing delivery orders and bill of exchange letters to customers.
- Preparing all type of import M-II Customs Bills (Local import, FZ transit in, Import for Rexport etc., submit to customs accordingly.

Export:
- Booking of all size of containers with shipping line as per customer requirements.
- Sending Bill of Lading details (including online submission) to carriers.
- Requesting the drafts from carrier and provide to customer for confirmation.
- Collecting the Bill of Lading or surrendering the same as per customer's requirements.
- Arrange export certification for shipments required by destination port of customs.
- Preparing the Bill of Lading drafts (including the House B/L and Switch B/L).
- Sending pre-alert for shipments to overseas agent and getting update from them accordingly.
- Preparing all type of M-II customs bill (local export, FZ transit out, Re-export bills, Transfer bills etc., & submit to customs accordingly.
- Preparing exit for Free zone customer and submit in customs accordingly.

DECLARATION

I hereby declare that the above statements are true and current as best of my knowledge and belief, I hope that above written will suit to your requirement.