



MUBARAK ALI ABDUL

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SUPPLY CHAIN FUNCTIONAL EXECUTIVE

OBJECTIVE

Accomplished in developing effective processes and directing complex logistics functions in the current firm. Excel at coordinating and proceeding tasks using various ERP AND EDI of numerous internal divisions and external agencies to ensure prompt Logistics function

EXPERIENCE

Blue Breeze, Riyadh

Import and warehouse Operations | SEP 2023 – AUG 2024

- Coordination, arranging and overseeing with all Air, Sea and land transport of 3PL for imports and exports.
- Handling confidential information and documents with discretion.
- Proficient in implementing FILO and LIFO method for stock rotation to ensure efficient material handling and minimize waste.
- Managing inventory and outbound logistics plan as per supply chain schedule without any delay.
- Stay updated on industry best practices and emerging supply chain technologies.
- Oversee the day-to-day operation of the transportation department, including scheduling, routing, dispatching of vehicle.
- Provide maps, easy route and safety routes to driver, labelling boxes and tracking movement of shipments.
- Conducted regular audits and inspection of vehicle, equipment and facilities to maintain safety standard and regular compliance.
- Responsible to storing, labelling and recording damaged and dented items.
- Using SABER/SASO platform to arrange HS code conformity certificate, Add product, COC certificate, payment, shipment certificate for import clearance.
- Increased customer satisfaction by resolving issues.
- Negotiation with supplier made contract to smooth supply chain process.
- Tracked storage levels and controlled stock to meet supplier requirements and fulfill contract terms. Liaised with customer and other department to plan timely transportation of goods.
- Planned logistics across international boundaries to reliable meet delivery requirements.
- Negotiation with Freight Forwarder, customs broker, submit all documents to customs for clearance before planning to delivery.

RAJA AGENCIES, Chennai

Logistics Coordinator | JAN 2022- AUG 2023

- Vendor Management, Arranging Delivery as per customer needs.
- Established & Maintained good relationship with vendors to ensure optimal service and saving costs.
- Managed the logistics of a wide range of shipments, which included both domestic as well as international shipments.
- HS Code Confirmation, Customs Duty Calculation and handling end to end documentation related to import/export shipment by Air/Sea.
- Coordinated the delivery of orders to over 50 customer in a timely & Efficient manner without any problem.
- Provide accurate & timely reporting of information to customer such as quotation sending, pricing, costing, shipping details, supply chain related documentation.
- Handling DG cargo, Arranging Documents i.e FTA For Customs Clearance under Duty Concession.
- Prepared & Maintained Daily Status Report of Imports Shipment and Tracking the movement on a daily basis.
- Knowledge of Incoterms, Bill of lading, MSDS, LCL, FCL and others documents clearance from Customs.
- Collecting the delivery orders from shipping line to arrange clearing from Dock/CFS/Air.
- Coordinating with Delivery Agents / Transporter for Delivery of Shipments & Planning for Delivery.

- Arrange for picking up of goods and materials from client location.
- Co-ordination of all modes of transport and prepare regular market report to management.
- Co – ordination with accounts team for Payment, Invoice, Credit and Debit Note Job Card Verification For Accounts team.
- Negotiated cost effective contract with LTL carriers and achieving a amount reduction of 12% in transportation costs.
- Generating the E Waybill for import Export Clearance shipment from respective warehouse or factory.

Raja Agencies, Chennai

Import Export Executive | Jan 2021 – Dec 2021

- Following up import and export shipments by using FF and Indian Customs EDI.
- Getting D.O , DETENTION , DEMURRAGE from liner or NVOC
- Filling BOE and shipping bill for inward and outward shipments
- Drafting bill of lading, Checking B/L term by get Consignee LC copy.
- Arranging draft as per LC copy Drafting COO (certificate of origin)
- Arranging transport for import and export shipments
- Completely co-ordination with all stakeholders for minimizing supply chain problems.
- Draft invoice for both import and export service and send to client.
- Contact vendors to obtain pricing, tracking and scheduling information to maintain & dispatch work order

Tree-dots Cold Storage Solution, Singapore

Warehouse Cum Safety Coordinator | JAN 2019- SEP 2020

- Checking physical goods accuracy and quality for inbound and outbound shipments.
- Record keeping of company assets and inventory.
- Executed inventory check for incoming shipments to detect the damage, defects and to verify equipment and supplies received.
- Continued accurate inventory levels to make adequate stocks were available to meet customer demand consistently.
- Knowledge of implementing the ABC method to deliver or arrange shipment order with safely manner.
- Assist the warehouse manager to ensure the warehouse related safety operation is conducted. Observe all health and safety requirements and maintains work area in a neat and order condition
- Tracked all warehouse inventory using ZOHO inventory with a maximum accurate rate.
- Optimize day to day warehouse operations by integrating ZOHO WMS, reducing inaccuracies in inventory audits and increasing order processing time.
- Prepare and compiles all relevant reports and records. Any other ad-hoc duties as assigned from time to time.

EDUCATION

Bachelor of Plastic technology (B.Tech), Central Institute of Plastic Engineering and Technology (CIPET), Chennai. **AUG 2012 — MAY 2016**

PGDIP (Global Logistics Supply Chain and Management), PSB Academy, Singapore.

SEP 2019 -SEP 2020

Health and Safety Environment (HSE) NEBOSH IGC Certified, Green World Group, Chennai **JUN 2017 to AUG 2017**

SKILLS & PERSONAL

▪ ERP, WMS SAP, MS Office, POWER BI	▪ LANGUAGE	▪ STATUS – Married
▪ Forecast & problem solving	▪ ENGLISH, TAMIL	▪ DOB – 23/04/1994
▪ Risk & Time management	▪ HINDI(INTERMEDIATE)	