

ALAN AUGUSTINE DCRUZ

LOGISTICS PROFESSIONAL

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Dubai, UAE

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PROFESSIONAL SUMMARY

Detail-oriented and proactive Procurement Officer with 1+ years of experience in sourcing, vendor management, and export coordination. Skilled in handling air shipments, general & perishable goods, and client communications. Actively seeking a procurement/logistics role in the UAE to contribute to efficient supply chain operations.

CORE SKILLS

Procurement & Sourcing | AirFreight & SeaFreight Operations | Supply Chain Management | Freight Quotation & Calculation | Container Stuffing & CBM Calculation | Customs & Export Documentation | Vendor Coordination & Negotiation | Zoho CRM | ERP System | Microsoft Office

SOFT SKILLS

Effective Communication & Interpersonal skills | Team collaboration & coordination | Adaptability in fast-paced environment | Time management and multitasking | Problem solving and decision making

WORK EXPERIENCE

JUNIOR PROCUREMENT OFFICER S&J Sales Corporation, Trivandrum

Sep 2024 – Sep 2025

- Gained 1 year of hands-on experience in procurement and export coordination for the Maldives market
- Identified and evaluated products for export by sourcing from reliable suppliers and securing competitive quotes.
- Negotiated pricing and terms to ensure cost-effective procurement aligned with company goals.
- Maintained strong vendor relationships and explored new partnerships to expand the product portfolio.
- Processed customer orders efficiently in coordination with cross-functional and logistics teams.
- Monitored shipments to ensure timely delivery and resolved any supply chain issues proactively.
- Implemented procurement plans to meet quality and delivery standards while minimizing costs.
- Prepared and maintained accurate export documentation in compliance with trade regulations.

Intern – Clearing & Forwarding Development AIWA Shipping & Logistics, Ernakulam

April 12 – June 12, 2024

- Gained foundational exposure in freight forwarding, customs clearance, and documentation
- Supported operational tasks and learned practical aspects of import/export logistics

EDUCATION

PGDM IN LOGISTICS & SCM 202

2024

Post Graduate Diploma in Logistics and Supply Chain Management from Mithra Institute of Management Studies
Certified by NSDC (National Skill Development Corporation) & Scientific and Technical Education Development Council (STED)

BACHELOR OF COMMERCE

2021

Kristu Jayanti College, Autonomous
Bengaluru North University

LANGUAGES

- English – Fluent
- Malayalam – Fluent