



## HAKIMUDDIN TABRAN

Assistant Operations Manager – Logistics & Supply Chain

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### CAREER OBJECTIVE

Experienced Assistant Operations Manager with 7+ years of expertise in Customs clearance, Project Logistics, 3PL and Freight forwarding Industry. Adept in handling planning, demand fulfillment, Inventory management including point of material purchase and distribution. Proven success in managing end-to-end supply chain operations, vendor negotiations, and team leadership. A collaborative team player with excellent communication skills and a commitment to adaptability and continuous learning. Excited to contribute to a forward-thinking team dedicated to elevating Logistics and project management standards.

### PROFESSIONAL EXPERIENCE

#### **JSL GLOBAL WLL AFF OF JASSIM CUSTOMS CLEARANCE (DOHA - QATAR) (SEP 2017 - PRESENT)**

#### **JOB PROFILE**

##### **Position: Assistant Operations Manager.**

- Improved customer satisfaction through streamlined logistics processes and proactive issue resolution.
- Planned and supervised shipments from production to end-user and schedule daily and weekly routes.
- Directed day-to-day logistics operations including import/export, procurement, warehousing, and distribution.
- Streamlined inventory control procedures, improving stock availability and reducing holding costs.
- Led cold chain logistics, ensuring temperature-sensitive shipments met quality standards.
- Carrier services reporting and root cause analysis to ensure carriers are performing to the 3PL customer standards.

- Negotiated average cost reduction in freight rates by coordinating with nationwide branch offices.
- Manage relationship with Third party logistics providers to support uplift service contract to an outsourcing model with 3PL.
- Presented logistics solutions to clients, negotiated pricing, and facilitated customs clearance education to client.
- Offering import and export quotations and price negotiations.
- Event clearance of Jewelry & Perfume for Doha Exhibition Show.
- Regular meeting arrangements with international carrier representative maintain service excellence.
- Developing key strategies for purchase of materials from sources and implementing purchasing & contract management instructions, policies and procedures.
- Implement operational strategies to improve productivity & reduce cost, ensure compliance with company policies and procedure, as well as relevant industry regulation.

**Project & Chemical Logistics Solution.**

- Delivered project-based logistics services: route surveys, budgeting, charter logistics (air/ocean), and government approvals.
- Cargo supervision during loading & unloading, lashing / chocking as well as in transit.
- Coordinated project cargo movements such as Transformer, Tunnel Boring Machine, Cable drums, Cold box, Generators and Heavy construction equipment.
- Managed end-to-end DG (Dangerous Goods) logistics compliance from shipping approvals to final delivery including IOR/EOR services.

**GLOBE GROUND INDIA PVT. LTD (FEB 2016 TO JULY 2017)**

SVP International Airport Ahmedabad, India

Handled QATAR AIRWAYS CARGO (Freighter A330 & B777)

**JOB PROFILE**

**Position: Cargo Agent.**

- Checking the goods and Document upon arrival and departure of cargo.
- Customs Coordination for EGM, IGM & Courier operation.
- Delivers incoming cargo to the Cargo handling area & notifies consignees of the arrivals of the cargo and keeping track of inventory on cargo and ULD.
- Data capturing of all cargo documents in CROAMIS system.
- Checking of cargo, which is in proper dimension mentioned as per Airway bill.
- Loading of cargo with proper dimension on PMC, PGA, PLA, AKE and PMH.
- Preparing of cargo Manifest, NOTOC (DG), EZFW, prior to arrival of flight.

- Loading of ULD is according the loading sheet on Main deck and lower deck of freighter A330 & B777.
- Processing imports and export documents the freight and manifesting the shipment on appropriate flight.
- Loading, moving and balancing equipment inside the airplane.
- Provided weekly ULDs report to the Airline.

## CERTIFICATIONS & TRAINING

- IATA Airport Operations – 2016.
- IATA Air Cargo Management – 2016.
- IATA Dangerous Goods (CAT 6 & 8) – 2017.
- Maersk Line Onboarding program – 2019.
- Incoterms 2010, LC, and Bill of lading – 2019.

| Educational Qualification |                                      |      |
|---------------------------|--------------------------------------|------|
| Degree                    | Institution                          | Year |
| B.COM                     | PUNE UNIVERSITY                      | 2016 |
| HSC                       | CBSE BOARD – TINY TOTS SR SEC SCHOOL | 2013 |
| SSC                       | CBSE BOARD – TINY TOTS SR SEC SCHOOL | 2011 |

## SKILLS

- **Logistics & Operations:** Import/export regulations, customs clearance, cold chain, DG cargo.
- **Budget Management & Negotiation:** Managing and optimizing budgets for logistics and negotiation with supplier, freight forwarder and customs broker.
- **Leadership & Communication:** Team management, vendor negotiation, client interfacing.
- **Problem solving:** Addressing issues in the supply chain, customs clearance, or transport logistics.
- **Time Management:** Prioritizing task, managing deadlines, and ensuring timely execution of operations.
- **Procurement:** Knowledgeable in policies and vendor negotiation.
- **Technical Skills:** Microsoft Office, Excel, QuickBooks, CROAMIS.

## LANGUAGE KNOWN

- Hindi, English & Arabic.