

B H U W A N T H A P A

- Dubai, UAE • +971 56 780 5654
- thpbhuwan@outlook.com • www.linkedin.com/in/bhuwan-thapa



SUMMARY

Dedicated professional with a proven track record advancing from Logistic Coordinator to Senior Cargo Agent and Supervisor roles. Demonstrated expertise in optimizing supply chain operations. Transitioned into the digital realm as a Web Consultant, providing strategic solutions. Proven ability to adapt, lead teams and deliver results in dynamic environments. Seeking opportunities to leverage diverse skills in a challenging senior-level position.

PROFESSIONAL EXPERIENCE

Operations Executive (For Middle East)

Jun 2024 – present

Electra Shipping Services LLC | Meydan St. Al Quoz 1, Dubai UAE

- Manage vessel daily operations (vessel movements, documents etc.).
- Coordinate with ships owner, carrier, masters and port agents for vessel's registration into the port, smooth entry to the ports, Cargo operations.
- Coordinate with internal and external divisions to ensure multiple services as per vessel's requirements such as crew change/ husbandry/ bunkering/ disposal (Sludge, Oily rags etc.)
- Preparations of cargo documents (Bill of lading, Cargo Manifest, Mate Receipt) as well as operation's report such as Statement of facts (SOF), Receipt Voucher for finance etc.

Logistics Coordinator

Nov/2022 – May/2024

Tecon SES | Geco Showroom, Airport Road, Dubai, UAE

Tecon SES is a forward-thinking, innovative company that strives to deliver excellence and expertise across all business segments.

- Coordinate with Forwarder, transportation and purchase team to ensure prompt and proper movement of shipments.
- Nominations of Freight forwarders and make special shipping arrangements (Road, Air, Sea, or Courier) as necessary.
- Review purchase orders, shipping documents, and confirmation of draft MB/ BL to ensure accuracy.
- Prepare necessary documents such as Invoices/ Packing List/ COO, and relevant DO authorization letters.
- Track HS code and arrange the necessary approvals compliance to the customs. (TDRA/ FANR/ SIRA DG etc.)
- Perform Commercial Invoice Attestation in the EDAS portal to meet MOFA regulations.
- Verify and confirm the freight/ duty invoices before posting them to the accounts department.

Senior Cargo Agent (Outsourced from DULSCO)

Feb/2018 - Oct/2022

Etihad Cargo | Abu Dhabi International Airport, Abu Dhabi, UAE

Etihad Cargo is the cargo and logistics arm of Etihad Aviation Group, the national airline of the UAE.

- Advance Cargo Information (ACI)/ Departure-Post Flight/ Documentation (Import).
- Maintain accurate and high-quality electronic transmission of Airway Bill data (FWB/FHL) for Etihad flight shipments departing from AUH.
- Provide parallel electronic support for origin and destination customs requirements to ensure excellent cargo movements and delivery.
- Close outbound flights and regularize all warehouse and shipside shipments that require rebooking or recovery for the next available flights.
- Monitoring high-priority cargo such as VIP, XPS, PIL and AVI.
- Segregation of the AWB flightwise, system entries for AUH terminating shipments such as SHP/CNE, charges, NOG etc. and forwarding to customs portal.
- Raise all kind of discrepancies in the system such as FDAW, MSAW, DGD non-compliances, MAWB/ HAWS non-compliance.

Supervisor

May/2014 - Sep/2017

J.B Builders & Developers | Lalitpur, Nepal

J.B Builders Pvt Ltd. is a forward thinking, energetic and dynamic construction company.

- Act as an intermediary in negotiations between buyers and sellers, generally representing one or the other.
- Advise clients on market conditions, prices, mortgages, legal requirements and related matters.
- Managing and oversees the performance of the field staff on project site (Mostly construction and landscaping) coordinating the work of different departments involved in a project.
- Keeping the inventory over daily expenditure and supply.

EDUCATION

❖ Bachelors in Business Studies (undergraduate)

2009 - 2013

Welhams College of Management (T.U Affiliated) | *Jawalakhel, Lalitpur, Nepal*

❖ High School Diploma

2006 - 2009

Everest College of Management | *Kathmandu, Nepal*

TRAININGS & COURSES

- TALLY & SWASTIK (Basic) Computerized Accounting Course
- Dangerous Goods Regulation CAT 8 (IATA)

SKILLS

- | | |
|------------------------------------|--|
| ✓ SAP | ✓ Cargo Community Network (CCN) |
| ✓ I-Cargo (SPRINT) | ✓ HERMES Cargo Management System |
| ✓ Global Customs Gateway (GCC/TGC) | ✓ MS Office (MS Word, MS Excel, MS publisher ,MS PowerPoint) |

PERSONAL DETAILS

- **Nationality** : Nepali
- **Marital Status** : Single
- **Gender** : Male
- **Languages** : English (Fluent), Hindi (Fluent)

REFERENCES

- **Chalana Abeysinghe** | Etihad Cargo
Manager, Network, Airports and Cargo Ops Dept.
Email : KAbeyasinghe@etihad.ae
Phone : +971 50 521 9125

DECLARATION

I hereby assure that all the information given above are true and correct to the best of my knowledge.

Bhuwan Thapa