

# HARISH S DASSANI

## CONTACT

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Mumbai, Maharashtra 

## EDUCATION

**RIZVI MANAGEMENT INSTITUTE,  
MUMBAI UNIVERSITY  
GPA: 6.0**

*Mumbai, Maharashtra*

**MBA Marketing (Jun 2000)**

**JAI HIND COLLEGE, MUMBAI  
UNIVERSITY  
GPA: 6.0**

*Mumbai, Maharashtra*

**B.Com Accounts & Taxation (Jul 1998)**

## ADDITIONAL SKILLS

Logistics & Transportation

Correct Billing & costing

Process Optimization ,

Independent prompt decision making

Correct Documentation

Vendor Rate Negotiation

Team work , Pro-active Email Communication

Good listener & learner , Collaborator

Planner , Thinker , Innovator

## CAREER OBJECTIVE

Aiming to leverage key organization skills by targeting the assignments in Operation Management & Logistics Management. Experience in Coordinating with internal and external customers, implementing procedures and standard services , for business and operational excellence , in alignment with business vision , of an Organization.

## EXPERIENCE

**Currently doing my own small business of Real Estate,Shares,Mutual Funds,etc... (From March 2024 till present)**

### SENIOR MOVE CO-ORDINATOR

*Santa Fe Relocation April 2023 – Sept 2023*

- *International Move Co-ordination for Export Relocation.*
- *Domestic & Local Moves handling – Pan India.*
- Continuous interaction with the Client,from start till the end,one point of contact for all the Process involved,keeping client updated regularly on the movement of shipment status.

### MOVE MANAGEMENT CONSULTANT

*Allied Sirva Relocation Aug 2021 – Aug 2022*

- Payment collection in Advance,raising Insurance & assisting for the Claims process,co-ordination with the Operations & the Shipping Dept. for smooth packing & dispatch,as per client instructions.
- Co-ordination with International offices for correct timely delivery,checking of the Destination charges to match the provisions taken in the system,Billing the client for the additional charges which earlier not billed.

### OPERATIONS INCHARGE

*Crown Worldwide Group Pvt. Ltd, Navi Mumbai, Maharashtra / Jul 2009 - Aug 2020*

- Co-ordinating on the daily basis with the Packing Supervisors , Crew , Drivers , etc. for any changes in the Actual Packed Volume & Weight , Prohibited/Restricted Items , Hazardous Items , Food Items which not allowed , etc.
- Export Customs Clearance Procedures,multiple Vendors Cost Comparison,getting correct Quotes from vendors,to result into Correct Pricing for the Sales/Pricing Team.

## CERTIFICATIONS

### Worked on Company Softwares :

Relo-Assist,Citrix,Interact , MATS ,  
Omega E-Packing, Job Costing ,  
AMOS , SISTRIS.

IT skills : MS office 365 - Excel,  
Word , MS outlook , Lotus Notes.

- Crew Management & Expense checking.
- Processing Vendor Invoices at proper time,Internal follow-ups with Finance,to make sure no delays in the Vendor payments.

### CLIENT SERVICE - WAREHOUSING - 3PL

*Agility PWC Logistics, Dubai, UAE, Jul 2007 - Jun 2009*

- System processing for the Picking List , generating Bar codes , orders allocation , orders receiving through emails.Giving this pick list to the physical warehouse Team , so as to keep the pallets ready , to be loaded inside the allocated Vehicle.
- Warehouse Handled : Dubai Investment Park (DIP) & Jebel Ali Free Zone Authority (JAFZA) , Clients : Federal Foods– Rice,Juices,Frozen Chicken & Mutton,Chemical Drums,Electronics,etc....
- 24x7 warehouse facility , Shiftwise Duty , Co-ordinating with our in-house Freight Forwarding division,for the Containers loading.
- Providing Shippers & Consignees—one stop solution , for All their needs : Freight ( Import / Export ) , Cargo Distribution (Local / International / Gulf) , Warehousing storage , Supply Chain Management , Re-packing,Re-Working,Re-Labelling,Palletisation,Segregation , etc.
- Clients handled : Iffco Group,Epson,Nivea,Honeywell,etc...

### CUSTOMER SERVICE - EXPORT

*Sharaf Logistics, Dubai, UAE, Apr 2003 - May 2007*

- Freight Forwarding , E-Custom Clearance , Coordinating with all the major Shipping Lines for the (FCL)Full Container Load & (LCL)Less than container load bookings,for the Shippers working with us,in the Dubai office.
- Handled Warehousing Operations in Jebel Ali Free Zone for : Carrefour Super-Market, Adidas,Philips,Lipton Tea, Sony,Samsung,Daikin,etc .....
- Handled Cars Stuffing , in 20 Feet & 40 Feet Containers.
- Worked at various locations in UAE–Aweer , Sharjah , Jebel Ali , Al Quoz , etc....

### MARKETING & SALES EXECUTIVE

*DHFL & ICICI Home Loan, Mumbai, Maharashtra / Jun 2000 - Mar 2003*

- Sales , Marketing , Credit verifications , meeting Estate Agents , Builders , visiting on-going Projects , Property Exhibitions , so as to get the new business for the Home Loan segment.
- Getting the Builder Projects Approved for Financing , so as to make the disbursement process speedy for the clients.

## REFERENCES

References available upon request

## PERSONAL DETAILS

DOB:03 Nov 1977,Age:47Years,Gender:Male,Family:Wife & 1 Daughter.  
Languages Known : English,Hindi,Marathi & Sindhi.  
Driving License : Two & Four Wheeler – India & UAE.  
Nationality : Indian , Passport # X5159651 validity : 11 Jan 2033.