

# BHUWAN THAPA



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## SUMMARY

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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

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### 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.

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

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### ❖ 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

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

## SKILLS

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

## PERSONAL DETAILS

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

## REFERENCES

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- **Chalana Abeysinghe** | Etihad Cargo  
Manager, Network, Airports and Cargo Ops Dept.  
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## DECLARATION

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

**Bhuwan Thapa**