

Darryl Monteiro

Supply Chain | Freight | Commercial



PERSONAL INFORMATION

- darryl3695@gmail.com
 30 June 1995
 Male
 90962575
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LANGUAGES KNOWN

- English
Hindi
Arabic



DRIVER'S LICENSE AVAILABLE

B, C1



EDUCATIONAL BACKGROUND

BACHELOR'S IN BUSINESS ADMINISTRATION

2015 - 2019

UNIVERSITY OF MADRAS

Courses: Business Statistics & Operational Research, Business Communication, Marketing Mgmt., Financial Mgmt., Production & Materials Mgmt., Cost & Mgmt. Accounting, Financial Accounting, Business Environment, Human Resource Mgmt., Business Regulatory Framework, Principles of Mgmt., Managerial Economics, Entrepreneurship Development & Small Business Mgmt.



SOFTWARE & KEY SKILLS

- Microsoft Excel (Advanced)

Data Visualization & Dashboard Creation



PROFESSIONAL EXPERIENCE

BUSINESS DEVELOPMENT ADMINISTRATOR

Aug 2024 - Jan 2025

AL MUTAWA & SAHNI (MASCO) / SHUWAIKH INDUSTRIAL



- Assisted the BDM with business strategies, growth opportunities, and key development initiatives.
- Managed website technical aspects, API integrations, and collaborated with IT for smooth operations of digital tools and dashboards.
- Handled pricing models, supplier negotiations, and payment portal management, ensuring accurate reporting.
- Developed operational plans, coordinated resources for projects, and supported the CS team with dashboard updates and VoIP implementation.

Business or sector: Automotive Repair & Maintenance

PROCUREMENT ANALYST

Jun 2024 - Aug 2024

GULF RESOURCES GEN. TRAD. & CONT. CO. (GRTC) / AL RAI



- Conducted demand and sales forecasting for key F&B products (e.g., Pinar, Bonny, Twin Rose, Eva), ensuring timely replenishment across retail outlets to maintain optimal stock levels.
- Analyzed market trends to optimize inventory levels, improve stock turnover, and reduce the risk of overstocking and stockouts.
- Managed the end-to-end purchase order process, tracked shipments, coordinated with freight forwarders to ensure accurate and on-time deliveries to retail outlets.
- Applied FIFO and FEFO inventory management methods to maintain stock freshness, minimize spoilage, ensuring products were sold before expiry.

Business or sector: Food and Beverage Services

KEY ACCOUNT EXECUTIVE

Mar 2022 - Dec 2023

OCS WORLDWIDE EXPRESS / ARDIYA



- Managed key client relationships, including SMSA, Fordeal, and Shein, serving as their main point of contact.
- Oversaw daily operations for high-volume accounts, providing shipment tracking & performance reports to enhance customer satisfaction.
- Collaborated with Finance to optimize payment collections, ensuring seamless service and improving cash flow.
- Analyzed client needs to offer tailored transportation solutions, partnered with Import/Export Teams for efficient shipping, worked with Operations to improve processes and solve challenges.

Business or sector: Transportation, Logistics, Supply Chain and Storage

FREIGHT RATE ANALYST

Jan 2019 - Mar 2022

UBUY INC. / MIRQAB



- Audited invoices and approved payments for multiple 3PLs (e.g., DHL, FedEx), ensuring compliance & accuracy.
- Analyzed freight trends, maintained 3PL rates, addressed overcharges, and filed claims to optimize costs.
- Improved courier mgmt. systems, conducted market research for competitive pricing, developed cost modeling solutions through negotiations.
- Collaborated with operations, finance, and IT teams to track spending, assess freight vendors, implemented cost-saving strategies.

Business or sector: Online Retail (eCommerce)

OPERATIONS SPECIALIST

Mar 2018 - Sep 2018

CAPAGO INTERNATIONAL / SHARQ

OPERATIONS OFFICER

Oct 2016 - Oct 2017

VFS GLOBAL (MAWARED HOUSE) / SHARQ