

# CURRICULAM VITAE

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Dubai

**Languages Known: -**

English, Hindi & Nepali,  
Bengali

**CORE COMPETENCIES:**

- Effective communication skills and good analytical and decision-making ability.
- Dedicated to Professional and highly motivated towards target achievements.
- Having the ability to complete the given task.
- Positive attitude, Friendliness and Flexibility and achieve success in job.

**PERSONAL DETAILS**

D.O.B : 15<sup>th</sup> May 1984

Marital Status: Single

Gender : Male

Passport No : J9621115

Visa Type : Employment



**CAREER OBJECTIVES:**

To overcome each hurdle, while climbing the ladder of success, to be successful in every opportunity presented, and to excel in every endeavor undertaken.

**Current Employer -**

**FRESHLY FROZEN FOODS FACTORY LLC (Oct 2016 till present) as PROCUREMENT & LOGISTICS OFFICER (Import & Export):**

**General Responsibilities:**

Purchasing, Controlling Import, Export, Logistics, Stock Availability, Inventory Management, Receiving, and Warehouse management.

**Job Responsibility:**

- Overseeing all Purchase & Logistics activities related to import & export shipments.
- Conducting research on potential products, vendors, and services, and comparing price and quality to ensure the best deal. Ensure that the products and supplies are high quality. Preparing cost estimates and procure as per budget.
- Ensure timely liquidation of slow-moving inventories on coordination with the Retail Operation heads.
- Strategic approaches to manage expiry stock without affecting the revenue.
- Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from the requisitioning department.
- Issuing LPO/PO, DO and Material Request. Receiving supplier invoices and cross-checking.
- Communicating with international & local suppliers to expedite the shipments upon receiving the purchase order from the concern department. Providing weekly and daily activity reports like shipment under transit, shipment received etc. to other senior management (CEO, GM, FM, and Operation).
- Responsible in executing the documentary process, management of the Stand-By LC and Documentary L/C on both sides (import and export), presentation of invoices linked to Documentary L/C via banking channel, etc. in accordance with

- the Company's policies and procedures.
- Coordinate with international suppliers to receive all import shipping documents as required for UAE customs clearance.
- Overseeing all “**In & Out**” shipping document paper works according to UAE customs procedures.
- Communicating with international suppliers & freight agents for organizing cargo pickup as per **INCOTERMS**.
- Possess good documentation knowledge in handling “**Import & Export**” shipments. Checking and inspecting the goods received from customs and ensuring they are of accurate quantity, type, and acceptable quality.

**Previous Employer:**

**AKM Foodstuff Trading LLC/AKM Logistic DWC LLC (April 2015 to Oct 2016) as LOGISTIC COORDINATOR**

**Job Specializations:**

- Responsible for the overseas procurement of around 300 frozen & Chilled SKU's.
- Responsible to control overall ordering cycle in coordination with sales manager according to the real time requirement.
- Forecasting and finalizing of the prices with overseas suppliers and shipment scheduling considering the selling trend and storage cost.
- Shipment tracking in coordination with shipping lines and constant communication with clearing agent and transporter to get the stocks in smoothly.
- Responsible for the import and export documentation and the execution of delivery and receiving course.
- Responsible to coordinate with Dubai municipality and other government departments for item registration, inspection of the stock and the clearance of an item.

**Previous Employer:**

**Pal International Foodstuff LLC (1<sup>st</sup> April 2014 -March 2015)**

**KEY RESPONSIBILITIES (Operations):**

- Carry out all documentation concerning import and exports. Liaison with clearing agent, concerned authorities, Transporter Company and internally within the company And different departments.
- Knowledge on Custom port clearance. Clear all import consignments arriving by Air/ Sea or Land transportation. Well versed with rules and regulations concerning clearance of fresh and frozen food items.
- Effectively deal with Municipality and Food Control authorities in UAE and good liaison with the follow up teams.
- Handling banking works, accounts Payable and receivables,

work related to TR/LC for import documentation.

### **Previous Employer**

*Convergys India LTD (Delhi) (4<sup>th</sup> Aug 2008 upto 10<sup>th</sup> Feb 2010)*

*Senior Customer Care Officer (Dispute Correspondent Capital One),  
UK/Technical Support Officer (Microsoft)*

### **KEY RESPONSIBILITIES (Operations) :**

- Handling calls for the dispute for customers on their credit card.
- Maintaining their records for credit cards and giving them information regarding disputes.
- Refunding them in their fraud transaction and dispute related queries Technical support to the customers for their computer related problems.
- Troubleshooting Customers Computer on remote access.  
Configuring their system on remote IT support.

### **EDUCATION QUALIFICATION**

- Passed BCA from SIKKIM MANIPAL UNIVERSITY 2008.
- Passed HIGHER SECONDARY (10+2) in 2004 from S.U.M.I (Kalimpong) W.B.B.H.S.C.
- Passed MADHYAMIC PARIKSHA (10th) in 2001 from S.U.M.I (Kalimpong) W.B.B.S.E.

### **Trainings & Accolades:**

Certified in SAP Material Management from Webcam technologies Delhi, ORACLE ERP & WMS, Advance Excel

Certified in Dispute Analyst from Capital One Bank (US).

Completed Industrial Training in Hardware and Networking, from TOTSOL KOLKATA:

#### **HARDWARE & NETWORK SKILL:**

- Installation & configuration of LAN (Win)
- Troubleshooting the networking related problems.
- Troubleshooting & maintenance of PC INSTALLATION.
- Setting of small & medium sized networks TCP/IP Services, IP addressing.

### **DECLARATION**

*I hereby certify that the foregoing information is true and correct to the best of my knowledge.*

Date:

(PAWAN KR.PRADHAN)