

Sajeev Nair

Logistics and Supplychain

Dubai 1

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Highly accomplished professional with extensive experience in managing integrated logistics support programs that exceed productivity goals. Astute in identifying operational requirements, creating action / implementation plans, and effectively coordinating with cross- functional team to achieve objectives. Skilled in material management and inventory r conciliation. Demonstrated ability to implement effective process controls and quality improvement initiatives. Career history of providing superior staff development and customer satisfaction.

Willing to relocate: Anywhere

Work Experience

Logistics Head

IFFCO CHEMICALS FZE - Sharjah

February 2012 to March 2018

Implemented Quality Control procedures prior to shipping to make sure they are processed and transported according to specifications and without delay.

Manage all Exports, Import and Local shipping operations & including 3PL Logistics activities.

Monitored processes and procedures with Logistics for the purpose of increasing productivity and efficiency of current frameworks

Oversees preparation of commercial invoices, letters of instruction and letters to other organizations and agencies involved in the successful transportation of packages including Customs.

Ensures that all specimens will be delivered in compliance with each country's regulations and the customs specifications.

Updated current knowledge of customs and import/export shipping regulations; effectively cascaded changes to appropriate departments.

Retain a prices controlling and following of the freight - invoices for logistics costs (warehouse, trucking, customs (exemption)); approve and arrange payment work on cost optimization.

Analyzing latest marketing trends and tracking competitors' activities and providing valuable inputs for fine tuning sales & marketing strategies for best service at lowest cost; negotiate rates and contracts.

Maintain a high level communication with the accounts dept. for timely payment to customer / dealer invoice amount forwarders to avoid any obstacles.

Supporting transport of dangerous goods (IMCO) with proper documentation.

Customs Documentations for Imco, Non- Imco products Via SEA, Air and Land.

Collecting all the information required to create a request for an estimate & writing accurate and informative sales report and documentation.

Business Correspondence with every Channel partner and with the Management thru emails, liaising with the internal departments such as Accounts, Credit, marketing etc. to give the maximum service to the customers and have smooth operation within the Organization.

Identifying customer's needs and dealing with a diverse range of clients in the private and the public sector.

Attending sales appointments at clients premises and responsible for developing own portfolio of customers.

Working as a part of the sales team to develop both new and existing markets and involved in developing sales & pricing strategies.

Identifying and then researching potential leads and opportunities, constantly developing existing sales processes which will generate sustainable growth.

Asst.Manager.Logistics

EROS GROUP - Dubai

February 1999 to September 2011

Monitored inventory level requirements diligently and worked to ensure a minimum stock level for all materials are maintained.

Maintained a record of all returned and damaged shipments and made sure appropriate claims are addressed.

Prepared monthly metrics reports as required by the Logistics department.

Objective of the system is for tractability and identification of products in order to arrive at the accurate operational level.

Key areas involved were ensure that all the transactions related to stock of ware house orders are done properly,

Check the reports related to dispatches and ensure that warehouse stock, physical stock V/S system stock monitored regularly and ensure all activities performed as per set parameters, measure activities given yardstick, analyze problems and give report to management with possible solutions.

Update and develop documentation process, streamline opportunities, and eliminate non-value added activities.

Assigns and directs the workflow to ensure optimum performance through appropriate staff planning and scheduling to meet the department's goals.

Lead the communication with the associate teams to insure their optimum understanding to the order processing & the day-to-day operational needs & guidelines.

Confers with other department managers regarding the availability of information and communicate any expected delay in deliveries with the concerned teams.

Conducts training as required achieving goals and improving service standards, coach, and managing all staff in Logistics. Accountable for the management, guidance and performance of the logistics department team members.

Trains and evaluates logistics employees to enhance their performance, development. Addresses performance issues and makes recommendations for personnel actions.

Arranging and monitoring deliveries in the market daily basis and coordinate with customer to ensure the delivery on time and accounting their complaint against product and take action corrective about their complaints.

Senior Executive (Customer Care & Loans)

CO-OPERATIVE BANK (Govt .of-Kerala). - INDIA

December 1995 to January 1999

Understood customer's financial needs and offered the best asset management advice.

Gave appropriate advice to clients for short-term and long-term financial goals based on their capacity to invest

Cultivating and managing relationships with new as well as old clients bearing high net worth.

Introducing different sales plan and nurturing client relations by providing an array of services like personal banking products, estate planning offers and investment management.
Achieved customer retention goals by providing effective services and high profits.
Developed and executed effective business development plans with the help of colleagues, intermediaries and existing client base.

Education

Bachelor's

Skills

ERP (10+ years), BAAN (2 years), Orion-Oracle (10+ years), WMS (Warehouse Management System) (10+ years), supervisory Skills (10+ years), Epicore (4 years), Customs Documentation (Free Zone) Export -Import (6 years), Sales and Marketing (6 years)

Links

<https://www.linkedin.com/in/sajeev-nair>

Certifications and Licenses

Driving License

December 2012 to December 2022

Issued By Dubai RTA

Additional Information

MARKETING, DEVELOPMENT AND LOGISTICAL INFRASTRUCTURE.

FREIGHT MANAGEMENT AND FREE - ZONE CUSTOM DOCUMENTATIONS.

WAREHOUSING MANAGEMENT, INVENTORY, PLANNING AND SCHEDULING.

CAPACITY MANAGEMENT, TEAM-BUILDING AND LEADERSHIP.

MARKET FOCUS AND EXTERNAL AWARENESS.

INTERPERSONAL UNDERSTANDING.

PASSION FOR CUSTOMER SERVICE.

DEAL NEGOTIATION AND CLOSING