

RAUSHAN KUMAR



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LOGISTICS SUPERVISOR/ MANAGER

PERSONAL SUMMARY

Having 10+ years of experience Supply chain Management, International logistics management and procurement. Highly motivated and detail-oriented Procurement / Logistics Professional with extensive experience in the international Logistics & Supply Chain field. Proven track record of successfully managing procurement and logistics activities and ensuring cost-effective and timely delivery of goods and services.

SKILLS

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|-------------------------------|------------------------|----------------------------|
| ◆ International Logistics | ◆ Shipping instruction | ◆ SAP |
| ◆ Transportation Management | ◆ Shipping Documents | ◆ Negotiation |
| ◆ Insurance | ◆ Saber | ◆ MS-Office |
| ◆ Incoterm | ◆ Planning Skills | ◆ Making Decisions |
| ◆ SharePoint | ◆ Customs Brokerage | ◆ Teamwork |
| ◆ Significant Problem solving | ◆ Customer Service | ◆ High Communication Skill |
| ◆ Payment | ◆ Freight Forwarding | ◆ Procurement |
| ◆ Fasha | ◆ Vendor Management | ◆ Purchase Order |
| | ◆ Letter Of Credit | ◆ Purchase Requestion |

PROFESSIONAL EXPERIENCE

ASG COMPANY — JEDDAH (KSA)

LOGISTICS SPECALIST- 14.01.2024 to Present

Key Responsibilities:

- ✓ Plan, direct, or coordinate the transportation, storage, or distribution of goods and services.
- ✓ Establish priorities, track assignments, and ensure availability of resources.
- ✓ Compare and evaluate offers from suppliers.
- ✓ Fasah Entry.
- ✓ Broker Authorization.
- ✓ Negotiate contract terms of agreement and pricing.
- ✓ Track orders and ensure timely delivery.
- ✓ Gather quotes, proposals, and purchase terms and conditions.
- ✓ Execute the purchase of goods or services approved by management.
- ✓ Participate in and assists with leading project logistics strategy development and implementation and may be assigned as a logistics project lead.
- ✓ Identify and advise project and Supply Management of commercial risks. May participate in internal and external Supply Management presentations.
- ✓ Provide logistics support for the movement of all materials and equipment, including domestic and international transportation requirements.

- ✓ Ensure adherence to compliance with regulatory requirements related to import and export of project materials and equipment.
 - ✓ Ensure the safe and on-time delivery of goods to meet the construction and installation schedules of the Company as well as others for which logistics is required.
 - ✓ Work with engineering, planning, project controls, quality, HSE, construction and other procurement organizations to ensure timely, cost-effective delivery of project materials and equipment.
 - ✓ Ensure the development, for customer approval, of a transportation and logistics plan, including identification and incorporation of all, or relevant portions of, INCOTERM.
 - ✓ Plan, design and supervise the execution of permitting, rigging and loading of heavy lifts and oversized loads.
 - ✓ Locate and define marshalling and consolidation yards for control of materials and equipment both before shipping and upon receipt at receiving site, as well as destination.
 - ✓ Provide the information to support reports, as agreed, on all relevant order requirements, including; numbers, material descriptions, ROS dates, freight forwarder and customs identification, shipping means, names routes and dates, delivery terms and exceptions to planned delivery dates and status. Propose for consideration remedial actions to correct anomalies in the above.
 - ✓ Where required, assist in arranging for, engage and manage, with appropriate procurement support, qualified domestic transporters to undertake all relevant domestic logistics requirements.
 - ✓ Engage with appropriate procurement support, a qualified freight forwarder to perform all relevant international logistics requirements; and, assist in engaging a customs agent to provide all custom clearance services, including advice on tariffs and duties.
 - ✓ Implement Strategic Procurement including sourcing strategy, vendor selection and evaluation, quality management, and performance measurement.
 - ✓ Produce and analyze weekly exception reports to address bottlenecks in purchase order preparation, approval, receipt and payment.
 - ✓ Manage and monitor the flow of goods and services from suppliers to customers
 - ✓ Develop and implement logistics plans and processes to ensure efficient and cost-effective delivery of goods and services
 - ✓ Negotiate contracts with suppliers, carriers, and other service providers
 - ✓ Monitor and report on supply chain performance metrics, such as on-time delivery and cost savings.
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- ✓ Supply Chain & Materials Mobilization
 - ✓ Develop and implement strategic supply chain plans to meet project demands.
 - ✓ Oversee procurement, transportation, and distribution of construction materials.
 - ✓ Ensure efficient mobilization of materials to multiple project sites.
 - ✓ Collaborate with suppliers, transport companies, and procurement teams for smooth logistics.
 - ✓ Optimize logistics routes to reduce transportation costs and improve delivery time.
- Inventory & Stock Management:
- ✓ Maintain optimal stock levels to avoid project delays.
 - ✓ Implement and monitor inventory tracking systems (ERP/SAP).

- ✓ Conduct regular stock audits and reconciliations.
- ✓ Forecast material demand based on project schedules.
- ✓ Reduce wastage and pilferage through strict inventory controls.
- ✓ Warehouse & Storage Management:
 - ✓ Manage warehouse layout and material storage for maximum efficiency.
 - ✓ Ensure safe handling, labelling, and stacking of materials.
 - ✓ Train warehouse staff on safety protocols and best practices.
 - ✓ Ensure suitable environmental management controls are in place and implemented.
- ✓ Procurement & Vendor Management.
 - ✓ Source, negotiate, and manage vendors and logistics partners.
 - ✓ Ensure timely purchase orders and contract fulfilment.
 - ✓ Evaluate supplier performance and maintain alternative supply options to mitigate risks.
- ✓ Transportation & Logistics Coordination.
 - ✓ Coordinate truck, container, and heavy machinery transportation.
 - ✓ Minimize downtime and delays through effective logistics scheduling.
 - ✓ Ensure compliance with local and international transport regulations.
- Performance Monitoring & Reporting:
 - ✓ Track and report logistics costs, efficiency metrics, and stock movement.
 - ✓ Implement data-driven decision-making using ERP reports.
 - ✓ Manage inbound shipments (air, ocean, road, courier) from door-to-door.
 - Coordinate shipment collections, freight costs, vendor handover, and customs clearance.
 - ✓ Maintain accurate shipment records and compliance documentation.
 - Monitor carrier & customs broker performance against KPIs/SLA and take corrective actions as needed.

Projects: -

1. **NEOM**
2. **SEC**
3. **SWCC**
4. **CEER**
5. **NATIONAL GRID**
6. **SEEG (GABON)**
7. **EETC (EGYPT)**

PROFESSIONAL EXPERIENCE

❖ ALFANAR COMPANY. (Logistics Assistant) Sep 2017 to 11.01.2024

Key Responsibilities:

- ✓ Reviews departmental requests and selects the appropriate procurement method.
- ✓ Assists departments by providing P.O & Shipment information needed for tactical and strategic purpose.
- ✓ Maintain effective relationship with vendors, contractors and supplier.
- ✓ Prepares procurement documents (i.e. RFQs, Contracts, Amendments, Renewals, etc.); Reviews and modifies, as needed, specifications, purchase orders, contracts, change orders, and related

documents; Facilitates supplier meetings, site inspections, and pre-bid conferences.

- ✓ Manages the procurement process for both competitive sealed bidding and competitive negotiations, and assists departments, agencies, and procurement staff with process compliance.
- ✓ Performs other duties for procurement and logistics as assigned.
- ✓ Including any required filed visit to governmental authorities needed to complete the assigned duties. Import Operations.
- ✓ To validate the shipping docs in accordance with the customs regulations.
- ✓ To get the needed approvals from customs, SABER exemptions, etc.
- ✓ To control and track shipments from origin till final delivery, all while managing the needed approvals and communications with all involved parties.
- ✓ To coordinate with the appointed customs clearance agents upon arrival of the shipments.
- ✓ To claim the reported discrepancies with the origin, clearance agents and insurance company as per the company's regulations.
- ✓ To follow up and coordinate with finance department on duties payment in timely manner and deposit refund.
- ✓ Data entry and tracking Export Operations.
- ✓ To keep records of the re-exportation documents and do proper files archiving.
- ✓ To coordinate with finance department to record and validate the relevant expenses & charges
- ✓ Type up information as requested accurately and efficiently and implement procurement strategies to ensure the most cost-effective purchase of goods and services
- ✓ Ordering all site consumables, maintaining spreadsheet for consumables.
- ✓ Manage SABER application and compliance through reviewing materials and required HS codes.
- ✓ Conduct initial document review before submission to conformity partners.
- ✓ Facilitating the submission of PCOC and SCOC applications from company for shipments.
- ✓ Collaborating with conformity partners and vendors for compliance to ensure all information required is provided and all docs are as per conformity standards.
- ✓ Working with sales team and vendors in KSA and other locations and to ensure smooth import.
- ✓ Filling in ROHS and RAD for vendors and downloading SCOC certificates.
- ✓ Giving advice on conformity requirements whenever required.
- ✓ Maintaining a database of all material and vendors.
- ✓ Support sales with shipment tracking, BOM costing, and import advice.
- ✓ Handle AP vouchers, vendor payments, and resolve invoicing issues.
- ✓ Prepare presentations and assist with department initiatives as needed.
- ✓ Track and expedite orders to ensure timely delivery.
- ✓ Develop and implement Procurement strategies for cost reduction of project .
- ✓ Track and expedite orders to ensure timely delivery.

EDUCATION

- ✚ MBA (HR) From SGVU (Rajasthan).
- ✚ B.A From Nalanda Open University, (Patna).
- ✚ 12 th (I.SC IN PCM) From MG College and 10th From N.K.E High School.

CERTIFICATIONS

Let's Break Chain Of Covid-19	MBRU (Dubai).
Microsoft Technology Associate (MTA)	Microsoft
Computer Concept Course	NIELT, New Delhi
NSDC Certification	Govt.Of India
Virtual Internship in HR	GE (HR), Forage
MBA Virtual Asia Program	Microsoft, Forage
Diploma In SCM with embassy attested.	PSEB
Certification in procurement	Cornerstone OnDemand Foundation
Procurement in Supply Chain Webinar	Blue Ocean
Certification in Logistics	AVODHA
Supply chain management: Be global	Macquiere University
Supply Chain Logistics	Rutgers University
Certificate in Logistics Management	LSC (Govt of india)
Supply Chain Expert Certification	IFPSM (Finland), CPD (London), IMC

LANGUAGES:-

- ✓ Hindi.
- ✓ English.
- ✓ Fair Arabic.

PERSONAL DETAILS

- ✓ Father Name :- Nand Kishore Prasad
- ✓ Date of birth :- 10 Nov 1989
- ✓ Gender :- Male
- ✓ Nationality :- Indian
- ✓ IQAMA NO: - 2441851207 (Transferable)

REFEREANCE

Furnished as per request.