



## **YASIR ANARWALA**

Mobile: +965 99441526 | Email: anarwala\_yasir@yahoo.com

### **PROFESSIONAL SUMMARY**

Results-driven Senior Logistics and Procurement Specialist with over 15 years of experience in Freight Forwarding, Import/Export Logistics, and Supply Chain Coordination. Proven track record in handling International Shipping, Customs Clearance, HS Code Classification, and Export Documentation. Expert in coordinating shipments across Air, Sea, and Land while ensuring Trade Compliance and cost optimization. Skilled in ERP systems including Microsoft Navision, Odoo ERP, and proficient in tools like Excel (Pivot Tables, VLOOKUP), CargoWise, and e-Customs Filing systems.

### **CORE COMPETENCIES**

- Freight Forwarding | International Shipping | Trade Compliance
- Import/Export Logistics | Customs Clearance | Shipment Tracking (Air, Sea, Land)
- HS Code / Tariff Classification | Export Documentation | Inbound Supply Chain
- Bill of Lading (B/L) | Commercial Invoice | Packing List | Certificate of Origin
- Incoterms (FOB, CIF, EXW) | Dangerous Goods (DG) | Sanctions & Embargo Checks
- Container Booking | Delivery Orders | Port Clearance | Last-Mile Delivery Coordination
- ERP: Odoo, Microsoft Navision | Excel (VLOOKUP, Pivot Tables) | TMS | CargoWise
- Customs Broker Coordination | Government Liaison | SLA Monitoring | Cost Per Shipment Analysis

### **PROFESSIONAL EXPERIENCE**

#### **Head of International Logistics and Procurement Officer**

Seventh Dimension General Trading Co. | Kuwait | June 2017 – Present

#### **International Logistics | Import-Export Head**

Seventh Dimension General Trading Co. | Kuwait | June 2017 – Present

- Led end-to-end Sea, Air, and Land freight forwarding operations, ensuring seamless coordination across global supply chains and timely last-mile deliveries.
- Directed the preparation and validation of all Export Documentation, including Bill of Lading (B/L), Packing Lists, Commercial Invoices, and Certificates of Origin.
- Oversaw HS Code Classification and Trade Compliance processes, collaborating with cross-functional teams and regulatory agencies to mitigate customs risks.

- Managed relationships with customs brokers and authorities to ensure full compliance with Import/Export License Management and Sanctions & Embargo regulations.
- Supervised the use of ERP systems (Odoo, Microsoft Navision) for procurement workflows, Purchase Order generation, and vendor performance monitoring.
- Liaised with senior officials from PAI, MOC, EPA, MOI, and MOH for high-level regulatory approvals and ensured timely processing of shipment-related permits.
- Devised and implemented strategic logistics plans, optimizing routing, transit time, and delivery schedules to improve service reliability and reduce operational costs.
- Generated KPI dashboards and compliance reports to monitor clearance times, import duties, demurrage costs, and shipment lead times for executive review.
- Negotiated long-term contracts with global freight forwarders and carriers, achieving cost reductions while maintaining high service levels.
- Oversaw Dangerous Goods (DG) logistics, ensuring proper documentation, declarations, and insurance coverage for high-risk shipments.
- Directed customs documentation, warehouse receiving, and e-Customs Filing teams to ensure regulatory compliance and audit readiness.
- Created Purchase Orders (POs) and Sales Orders (SOs), processed purchase and sales returns, and executed internal stock transfers.
- Handled vendors' and suppliers' reconciliation and ensured timely payments were made on or before due dates.
- Request and review quotations and proposals. Prepare purchase orders and ensure proper documentation. Coordinate with suppliers for timely delivery.
- Assist in budget tracking and cost control. Ensure compliance with company policies and procedures. Track orders to ensure timely delivery.

## **Senior Logistics Coordinator**

The American Home, Al Khalid Group | Kuwait | March 2015 – May 2017

- Coordinated inbound logistics operations and maintained inventory and shipment tracking for retail and consumer goods.
- Performed Trade Documentation tasks including preparation of Certificates of Origin, Commercial Invoices, and Packing Lists.
- Ensured timely clearance of goods and liaison with freight forwarders and customs officials for port and warehouse receiving.
- Managed Excel-based inventory reports using Pivot Tables and VLOOKUP for lead time and cost per shipment analysis.
- Maintained internal communication with procurement and sales departments; updated shipping schedules and tracked delays.
- Handled performance reporting including clearance KPIs and lead time efficiency analysis.
- Created PO & SO, Purchase & Sale returns. Make cash & credit sales invoices.
- Created and maintained new product entries in the inventory management system.
- Reviewed and confirmed the shipping documents, and prepared the complete set of documents required for Kuwait customs clearance.
- Handled vendors' and suppliers' reconciliation and ensured timely payments were made on or before due dates.

## **Head of International Logistics & Procurement Coordinator**

Geneve Novelties Watch Co. | Kuwait | December 2010 – December 2014

- Managed import/export operations and coordinated with international suppliers and local freight forwarders.
- Monitored stock levels using ERP systems; placed orders based on sales analysis and inventory turnover metrics.
- Negotiated freight and courier rates; ensured timely issuance of Delivery Orders and Port Clearance documentation.
- Created and filed all trade and customs documentation required for international shipments, including HS Code Classification.
- Coordinated internal compliance procedures and managed Import/Export Licenses, Sanctions Checks, and COO Rules.
- Led logistics process improvements to streamline document control and administrative reporting across departments.

### **Administrative Assistant**

Star Cement Company - Gujarat – India | June 2000 – December 2010

Provide administrative and clerical support to departments or individuals.

- Schedule meetings and arrange conference rooms.
- Alert manager about cancelations or new meetings.
- Manage travel and schedule.
- Prepare agenda for meetings.
- Prepare correspondence and stuff mail into envelopes.
- Arrange for outgoing mail and packages to be picked up.
- Prepare statistical reports.
- Manage spreadsheets.
- Coordinates office management activities.

### **Education & Certificates**

- Bachelor of Business Administration, North Gujarat University, India
- Diploma in Computer Application, MS Office, Apple Mac, Outlook Sql, Internet, Windows 2000 XP, Odoo ERP & Microsoft Navision Tally (Accounting Package).
- Languages: English, Urdu, Hindi, Arabic (Working).

### **PERSONAL INFORMATION**

- Nationality: Indian
- Sex : M
- Address : Block 10, Salmiya, Near Apollo Hospital
- Visa Status: 18 (Transferable)
- Visa Expiry: 01/07/2026
- Passport Expiry: 17/12/2026
- Joining Date : 60 to 90 Days
- Date of Birth : 15th May 1977
- Driving License : No

**REFERENCES:** Available upon request.