

Kasan Khan

Logistics Officer

Abu Dhabi, UAE

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Nationality: Indian. **DOB:** 21-03-1994

Profile Summary

Hard working Logistics Marine Officer with over 7+ years of experience in managing global logistics and specialized in GCC region. Proven track record of implementing cost-effective solutions, optimizing logistics networks, and exceeding performance targets among a broad spectrum of clients in the Oil & Gas, Engineering, FMCG and chemical sectors. Seeking to leverage expertise in end-to-end supply chain operations including strategic planning, process optimization, and team leadership to drive efficiency and profitability.

Key Skills

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|---------------------------|------------------------------|------------------------|
| - Supply Chain Management | - Procurement | - Time Management |
| - Logistics ERP | - Transporting Materials | - Quality Inspection |
| - Oracle ERP | - Quotation/ Pricing | - Problem-Solving |
| - ATLP AD PORTS | - Console (LTL) Movement | - Demand planning |
| - Evaluation | - FTL, OD Cargo Movements | - Communication Skills |
| - Supplier Management | - GCC cross border movements | - Negotiation Skills |
| - Project logistics | | |

License & Certification

- | | |
|----------------------------------|---------------------|
| - UAE Driving License | - ADNOC HSE |
| - ADNOC WMS FULL PACKAGE + E-WMS | - OPITO -H2S & TSBB |

Work Experience

NMDC (DREDGING & MARINE) - Abu Dhabi, UAE

Logistics Officer [HAIL & GHASHA PKG 1 Project // ADNOC]- Feb 2025 to present.

Shipment Management

- Co-ordinate with project team for all the ordered items in order to take necessary actions with the suppliers.
- Work closely with the Shipping agents, custom clearance brokers, truckers, accounts for customs duties and taxes.
- Receive freight rates from the suppliers of Land (across GCC), air, sea and figure out the best bids to proceed.
- Ensuring the documentation is in order such as chamber attested shipping invoice and packing list, Bill of entries, Mofaic attestations are done on time.
- Following up on the shipment status on daily basis to ensure the ETD and ETA.
- Co-ordinate and monitor in land supply chain operations.

Pricing & Bid Operations

- According to project requirements, we will draft the required logistics services and initiate the RFQ to float it on the market.

- Bein the single point of contact for all the suppliers to understand the exact requirements and provide with the rates.
- Ensuring the Bid Analysis is prepared and selecting the cost friendly in order that project budjects are protected.
- Point of contact for all the logistics related queries within and outside the project.

Inventory Management, Stock counts & Warehouse Co-ordinations.

- Own and lead the end to end inventory governance, controls & System and accuracy within the project.
- Work closely with the project operations team to ensure the advance shipment notices are given in order to prepare the loading plans that is proactively shared with the warehouse team.
- Co-ordinate with warehouse & freight forwarding agencies on shipment, inventory, transportation, invoicing.
- Timely update and maintain ORACLE database for material orders and inventory.
- Reviewing the DN's updated on ORCALE for timely payment for the suppliers.
- Review all the PO's and executing the shipments for pending PO's.

Statistics & Analysis

- Submission of monthly reports based on the executed shipments and deliveries.
- Monthly supplier invoicing reports.
- Oracle entries and data maintenance.
- Bill of entries managements.

JBC Express Freight LLC- Dubai, UAE

Operations Executive- Nov 2021 to Jan 2025

- Managed the execution of daily shipments via land and air across GCC countries, including both Full Truck Load (FTL) and Less Than Truck Load (LTL) consolidations and securing Proof of Delivery (POD) from the consignee upon completion.
- Taken charge of import and export clearance processes, including documentation, ERP entries, and collaborated with border agents post-dispatch to facilitate the acquisition of Bill of Entry for customs clearance purposes, ensuring all regulatory requirements.
- Fostered working relationships with customers by responding to inquiries and quoting prices to meet their needs and acquired competitive rates from both new and established vendors upon job confirmation.
- Ensured all documentation complies with the requirements of customs clearing agents, obtaining necessary attestations before shipment dispatch and maintain detailed records of transactions, ensuring accurate payments are made in accordance with contractual agreements.
- Coordinated the placement of trucks as per client loading schedules, liaising with truckers and loading teams and managed all trip payments for truckers using EBIZ software.

Al Rawabit Al Hadetha for Logistics- Riyadh, KSA

Transport Supervisor- Jan 2020 to Oct 2021

Barath Pipes- Mettur Dam, India

Logistics Supervisor- Jan 2017 to Dec 2019

Education

AMET University, Chennai. 2013-2016

BBM in Shipping and Logistics | Global
Logistics

AMET University, Chennai. 2013-2015

Diploma in Export Import Management |
Global Logistics

Languages

- English
- Hindi
- Tamil
- Malayalam
- Arabic