

SUBAIR THOTTASSERI

Nationality : Indian **Date of Birth**: 22/12/1984

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Driving License: UAE Valid Driving License

Address : Ras Al Khor-Dubai



CAREER OBJECTIVE

Detail-oriented & driven professional with over 13+ years of experience as Import Expert/Supervisor and Logistics Coordinator. Efficiently handled logistics and import in a luxury trading company which dabbled in high fashion apparel, homeware and jewels. Gained excellent reputation for positive customer interaction, engagement and resolution of grievances. Constantly ensured timely clearance and cost-effective transportation of the products from pick up location to the organization's warehouse through steadfast coordination with Customs & Freight forwarders. Effectively managed best freight rates and timely delivery of import consignments. A quick learner with a passion to devote maximum efforts towards personal and organizational growth.

WORK EXPERIENCES

ESTIMATOR & IMPORTS CORDINATOR LIGHT CRAFT LIGHTING SOLUTIONS

DUBAI, UAE
21/07/2022-Present

- Prepared lighting cost estimates, quotations, and proposals based on project specifications, BOQs, and architectural drawings.
- Reviewed technical documentation to ensure accurate product selection and compliance with project requirements.
- Coordinated with international suppliers and logistics partners for timely import of lighting fixtures and related materials.
- Managed procurement schedules, delivery timelines, and stock levels to support ongoing project execution.
- Communicated with clients, contractors, and consultants to clarify product specifications and provide technical support.
- Maintained records of supplier correspondence, shipment tracking, and customs documentation.
- Collaborated with sales and operations teams to streamline project workflows and support business development efforts.

IMPORT & LOGISTICS SPECIALIST RUBAIYAT MODERN LUXURY COMPANY, JEDDAH (SAUDI ARABIA)

JEDDAH, KSA
15/06/2008- 11/12/2021

- Managing end to end sea/air international import.
- Creating and maintaining weekly & monthly import reports.
- Freight management and coordination.
- Determining the most cost & time effective procedures.
- Communicate with dispatchers, warehouse, freight providers, shipping companies or agencies regarding the consignments.
- Email suppliers, carriers and senior management with shipping updates.
- Translated business priorities & needs into actionable import strategies.
- Prioritized order accuracy, security and on-time arrival of consignments.
- Oversaw the entire delivery process of shipments and ensured compliance to custom rules & regulations.
- Grew within the company by learning on the job while applying dedicated hard work, honesty and prioritizing organizational growth

EDUCATIONAL QUALIFICATION

- **OPJS University, Rajasthan (India)**
Bachelor of Commerce
- **Supply Chain and Logistic Management**
PGDM
- **Kerala Board of Higher Secondary**
Plus, Two

SKILLS

- Effective Communication Skills
- Expertise in Sea/Air Imports
- Transportation Co-ordination
- Expense Control and Effective Cost Allocation methods
- Skilled Procurement Specialist
- Proficient in International Trade Procedures
- Expert in Import Formalities
- Negotiation Skills
- Proactive & Deadline Driven
- Focused & Detail-Oriented on Process Improvement
- Administrative Capabilities
- Consignment Inspection
- Customs Regulations Compliance

SOFT SKILLS

Good communication skills, Team collaboration, Strong communication, Self-Motivation, Quick learner, Problem-solving, Documentation, Reliable, and Consistent.

INTERESTS

Exploring new lighting technologies & innovations, Problem solving & Continuous learning, Networking & building professional relationships.

LANGUAGES

Malayalam: Native or bilingual Proficiency.

English : Professional working Proficiency.

Arabic : Conversational Proficiency

Hindi : Conversational Proficiency

I hereby declare that the contents of my resume are accurate to the best of my knowledge and verify their authenticity.