



NAME: BHUPESH KUMAR SINGH

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CURRENT CITY: DAMMAM – KINGDOM OF SAUDI ARABIA

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OBJECTIVE

To take on higher responsibilities in the competitive environment where I can utilize my knowledge, efforts, and skills efficiently in order to benefit the organization and myself.

SKILLS

- Strong background in Logistics and Supply Chain Management.
- INCOTERMS, Import Export Documentation, Customs Clearance.
- Letter of Credit (LC), SABER certification, MIRSAL 2.
- Strong Communication and Negotiation Skills.
- ERP -SAP MM, BAAN, MS Office –Word, Excel Advanced, Power point, Outlook.
- Proficiency in Excel -Lookups, Formulas, Pivot Table, Pivot Chart.
- Ability to work in fast-paced and dynamic environment, problem solving and multi-tasking abilities.

WORK EXPERIENCES

Nine years diversified work experience into Constructions, Oil & Gas, Shipping & Logistics and FMCG sectors in India & Middle East.

**1. NESMA UNITED INDUSTRIES CO. LTD. DAMMAM - SAUDI ARABIA APR 2022 TO PRESENT
POSITION: SUPPLY CHAIN COORDINATOR**

- Liaising with external parties such as Suppliers, Freight Forwarders and various internal stakeholders such as Project Managers, Site Teams Buyers for maintaining smooth operations.
- Managing end to end logistics operations including Air, Sea and Land Freights.
- Ensuring compliance with all regulatory requirements related to Shipping, Custom and Import- Export documentation.
- Maintaining accuracy in for Shipping document – Invoice, Packing List, Certificate of Origin, Bill of Lading, Airway Bill.
- Liaising with government agencies for obtaining certification - SABER, Certificate of Conformity and Chemical Storage Permits.

- Planning and coordinating for shipments on time delivery and optimizing cost efficiency.
- PO creations for vendors and their Payment settlements in coordination with Accounts Department.
- Opening Letter of Credit (LC), Shipments Insurance.

2. PETRONASH ENGINEERING SERVICES CHENNAI - INDIA
POSITION: LOGISTICS OFFICER - SCM

FEB 2019 to JAN 2022

Handled complete Inbound Logistics for **Petronash FZE Dubai** - Feb 2019 till Jan 2022

*Handled shipments from globally recognized vendors for the Projects of major Clients to Petronash -SAUDI ARAMCO, SAIPEM, ADNOC, KOC, ONGC, SHELL, TECHNIP, MAERSK OIL.

*Globally recognized Vendors includes - Bifold, Oliver Valves, QHP, Dynex - UK, Delcorte, Milton Roy, AEG, MEGA- FRANCE, Tubacex, HAWKE, Technium- SPAIN, Officine, BFE, ANTICO, SEKO - ITALY, Phoenix Mecano, Thermo Cables, Ratnamani, Pepperl &Fuchs - INDIA, Emerson, Sunsource, Pulsafeeder, Sigma HLR – USA, Saipen Taqa KSA, Pentair- UAE.

*Materials/Shipments consists of – Motors, Pumps, Transmitters, Pipes, Tubes, Structural Material, Cables, SS Plates, Valves, Strainer, , Power Sockets, Accumulators, Tube Fittings, Fabricated equipment such as Pressure Vessels, heat exchanger, Mixers.

- Working in synchronization with Projects Heads, Sourcing, Order Management and Warehouse teams.
- Floating RFQ to various Freight Forwarders for various shipments based on the Mode of Transport (AIR/SEA/ROAD).
- Negotiation of Freight rates and awarding shipments to the appointed Freight Forwarders.
- Follow up of shipments from starting point till it gets delivered at facility.
- Developing new Freight Forwarders/ omitting under performance Freight Forwarders.
- Service Invoices PO Creations/Service entries in SAP and forwarding to Accounts for payment release.

3. MAERSK GLOBAL SERVICE CENTER CHENNAI-INDIA
POSITION: PROCESS EXPERT-REPORTING & ANALYSIS (LEVEL II)

July 2017 to Feb 2019

Handled various KPI reports for topmost Clients (ADIDAS, DECATHLON, TARGET, WALMART, LEVIS, PUMA, NIKE, H&M) under business entity of DAMCO in MAERSK.

- Working and Co-ordinating with various Business Stakeholders to define and execute data needed for report.
- Developing reports, tracking development time and documentation of processes to produce the queries and reports.
- Utilizing SQL, Excel to extract and summarize large amounts of data, perform analysis and create executive level reporting.
- Perform routine critical monitoring controls to assure operating effectiveness

- Perform daily, weekly, and monthly analysis – publish/present findings, maintain dashboards and identify deficiencies and potential areas for improvement.
- Coordinate and follow up with various Clients for necessary data collection.

4. WATANMAL INDIA PVT. LTD., (The GB Foods) CHENNAI JAN - 2015 to Nov 2016
POSITION: JUNIOR EXECUTIVE (SCM TEAM)

(Products– Tomato Paste, Edible Oil, Margarine, Mayonnaise, Sardines, Rice, Pasta, Mackerel, Pilchards & Safety Matches)

Documentation Task-Pre/post Shipment

- Preparing the Export Import shipments documents as per the client need as well as according to LC requirement.
- Processing Invoice, Packing List, OBL and Certificates to In-house and Third-Party Clients in ten plus West and Central African Countries.
- Overseeing necessary Export/Import documentation required for In-house Clients in Nigeria, Ghana, and Benin.
- Obtaining Inspection Certificates from Inspection Agencies like Cotecna, Intertek, SGS, Bureau Veritas, Hanlin Lab.
- Assisting Nigeria In-house office with documents for opening FORM-M and obtaining Pre-Arrival Assessment Report PAAR from Nigerian Customs Office.
- Assisting CHA with required documents for clearance of cargos.
- Obtaining Test Reports, Certificate of Origin, SONCAP Certificates, Manufacturer, Health and Fumigation Certificates from Suppliers, Government Chamber of Commerce and Inspection Agencies.
- Following up on Shipments ETD ETA on daily basis with Shipping Lines.
- Preparation of Weekly / Monthly reports.

ACADEMIC

DEGREE/COURSE	INSTITUTE	UNIVERSITY/ BOARD	AGGREGATE
MSc. IT. Integrated	Department of Computer Sciences & Engineering Faculty of Engineering and Technology	Annamalai University Tamil Nadu	8.34 (OGPA)
H.S.S.L.C	Laban Bengalee Boys' Higher Secondary School	Meghalaya Board of School Education	60.2%
S.S.L.C.	Laban Bengalee Boys' Higher Secondary School	Meghalaya Board of School Education	66.0%

I hereby declare that above information furnished by me are correct up to the best of my knowledge.

Place: Dammam - Saudi Arabia
BHUPESH KUMAR SINGH