

# KHOZEMA HUSSAIN

SUPPLY CHAIN PROFESSIONAL

## EXPERIENCE

**Arabian Jerusalem Equipment Trading LLC**  
Logistics & Procurement Agent

2019 - Present

- Purchase Order Management.
- Negotiate Rates and Contracts with Vendors & Suppliers.
- Arrangement of Incoming & Outgoing Shipments,
- Finalizing Job Card and Cost.

**Ahmad Obaid Shipping LLC**  
Cargo Supervisor

2017 - 2019

- Supervising Operation Team & Customer Service Division to achieve the desired goal of Management.
- Procuring rates from global agents through Freight Forwarding Organizations.
- Visiting Existing and New Customers and based on their requirements providing them solutions.
- Product alignment with customer's requirements and also maintaining cost for additional sources.
- Based on project requirement sources New Agents as per the compliance guidelines of the company.
- Reviewing the weekly & monthly volume and revenue as per customer and territory along with Management.
- Visiting customers whose volume has reduced and trying to find out the root cause of their declining volume.
- Accountable for payments collection and Financial updates about all major Projects.


**UPS Supply Chain Solutions Inc**  
Ocean Operation Team Leader

2005 - 2017

- Handling Import Activities, Pricing, Quote, Export Activities & Customs Formalities.
- Handling all Import Shipments like Full Container, Consol Box, etc.
- Arranging of Delivery Order/NOC from the Shipping Lines.
- Corresponding with Agents regarding Import Shipment.
- Coordinating with different departments for Door To Door Delivery Shipments.



## CONTACT

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## EDUCATION

2002-2004

**Devi Ahilya University, Indore**

Master of International Business  
(MIB) - 3rd Semester

Specialization - Export & Import

### Onsite Training

Duration: One month

Project Title: Export Procedure & Documentation.

Location: Intech Overseas  
Project (India) Pvt. Ltd., Pirangut,  
Pune (India)

1999-2002

**Vikram University, Ujjain**

Bachelor of Commerce (B. Com)

## SKILLSET

- Supply Chain Management
- Client Relationship Management
- Logistics Operations
- Liaison & Coordination
- Pricing

- Coordination with clients for all their shipping-related activities.
- Preparation of Import & Customs Documents.
- Processing of Customs BOE.
- Submission of Documents to Customs on Timely Manner.
- Arrangement of Container Transportation.
- Customer Interaction relating to shipments of cargo.
- Obtaining clearances from various regulatory authorities.
- Adjust work schedules as necessary and assigns employees to specific duties.
- Performs work of fellow employees when requires.
- Ensures compliance of employees with established safety, security, sales, productivity and record-keeping procedures and practices
- Answer customers' complaints or inquiries and resolve them appropriately.
- Trains new employees and conduct regular orientation.
- Attends management meetings as required.
- Ensure the prompt implementation of financial and contractual reviews and approvals for every project activity, and prompt review and payment of invoices.
- Conduct periodic reviews of operations processes to identify opportunities for improvements.
- Help maintain staff performance, morale, and productivity by ensuring that systems are in place and functioning well.
- Accountable to forward the report to Designated Person as per requirement.
- Updated customers with all kinds of information about their all cross trade shipments
- Informed customers promptly of any service failure and relevant operational service changes timely, and the alternative actions to be taken.

## COMPUTER KNOWLEDGE

- HDSE (Higher Diploma in Software Engineering) with 73% from Aptech Computer Education.
- 'O' Level (Grade-C) from DOEACC Society.
- Computer Basic (MS Word, MS Excel, MS PowerPoint)
- MS Access
- Oracle
- Visual Basic

## REFERENCES

- Available upon request