



ARBAB KHOKHAR

Supply Chain & Operations

+91 9987274501

khokharsameer306@gmail.com

India, Mumbai

SKILLS

- Logistics Management
Expert
- Supply Chain Management
Expert
- Negotiation
Expert
- Sourcing and Procurement
Expert
- Transportation Management
Expert
- Export operations
Expert
- Inventory Management
Expert
- Back office
Expert

LINKS

arbab-khokhar-b81197215

LANGUAGES

- English
- Hindi
- Marathi

PROFESSIONAL SUMMARY

I am an experienced Operations with 2+ years of experience in managing and optimizing complex supply chains. My skills include outstanding organizational, problem-solving and communication abilities. I have a proven track record of successfully managing global supply chains, streamlining processes, improving inventory control, and reducing costs.

EXPERIENCE

Supply Chain & Logistics

Freelancer, India, Mumbai

January 2024 - Now

At Freelancer, I had the opportunity to work as a Supply Chain & Logistics. During my time at the company, I was able to utilize my skills and experience in managing supply chain operations and optimizing logistics processes to contribute to the success of the organization.

- Oversaw supply chain operations for multiple projects
- Responsible for making the desired documents for shipments
- Coordinated with vendors and suppliers for timely delivery
- Oversaw computer operation and data management
- Maintained accurate stock records

Operations (Export Executive)

Clearsynth Labs Ltd, India, Mumbai

January 2022 - January 2024

As an Operations (Export Executive) at Clearsynth Labs Ltd in India from January 2022 to January 2024, I was responsible for managing the export operations of the company. This role required me to ensure smooth and timely delivery of products to our international clients while also maintaining compliance with all export regulations.

- Oversaw export operations for international clients
- Responsible for making the desired documents for Export shipment
- Prepared Invoice, Packing list, ADC, EVD, SLI, Nonhazardous, Nonhuman Consumption, COA, MSDS
- Solving all the customer issues regarding the existence & past orders
- Coordinated with sales team to meet customer demands

- Ensured timely delivery of products
 - Coordinate with freight forwarder regarding shipments.
 - Developed and maintained relationships with overseas clients
 - Coordinated with shipping and logistics companies for smooth operations
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Computer Operator & Stock Incharge

Fashion Doodle, India, Mumbai

January 2019 - March 2020

During my time at Fashion Doodle as a Computer Operator and Stock Incharge, I was responsible for managing computer operations and maintaining accurate records of the company's stock. I also played a key role in ensuring the timely delivery of products to clients and maintaining efficient inventory levels.

- Oversaw computer operations and data management
 - Maintained accurate stock records
 - Facilitated timely product delivery to clients
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EDUCATION

Masters, IIBM INSTITUTE OF BUSINESS MANAGEMENT, India, Mumbai

2023 - Now

Masters Program in Logistics and Export Import Management.

Bachelor of commerce, Ismail Yusuf College, India, Mumbai

2017 - 2020

INTERNSHIPS

Event Management Intern

Headrush Paintball, India, Mumbai

January 2018 - December 2018

- To organised and managed outdoor game events to the clients.
 - To lead the team of participants and complete the task within a particular time.
 - Attended and participated in industry events.
 - Recognized by management for providing exceptional customer service.
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