



# PRAVEEN VERMA

---

## Address & Communication

 p4r4v4@gmail.com  
 +91-9891081627

## Manager Imports & Logistics

---

**Strategic Planning | Quality Assurance/Control | Team Management | Maintenance Client/Customer Relationship Management |**

---

### **Objective:**

A qualified, diligent, hardworking and a passionate professional with an overall experience of 30 years spanning across logistic and administration domains. I am currently exploring a Managerial assignment in a logistics firm leveraging my experience and expertise, leading an agile, productive team and delivering success continuously.

## Relationship Skills

---

- Logistics Management
- Vendor Management
- Export/Import Coordination
- Communication & Listening
- Documentation
- Clearance
- Operations Management
- Stakeholder Management
- Business Development
- Key Account Management
- Service Delivery
- Customer Support
- Conflict Management
- Incoterms Knowledge
- Compliance

## Profile & Value

---

- Seasoned professional with core experience in managing logistics operations which include export/import of commercial/non-commercial goods and high-value items
- An astute strategist with proven competencies in developing and implementing sales plan aimed at improving the bottom-line
- Experience of coordinating with Fortune 500 companies in fulfilling due diligence related to export/import documentation
- Demonstrated expertise in resolving conflicts, case in point being the recovery of INR 4 lakhs from an international vendor (while working in Writers Relocations) who did not fulfil the contractual obligations
- Bagged the "CEO Service Excellence Certificate". Competent in identifying, negotiating, contraction and coordinating with international vendors/agents
- Excellent time management and project management skills, acumen in executing multiple assignments simultaneously without lowering the quality bar
- Recognised by colleagues, customers and vendors as someone who could influence positive outcomes through interpersonal and negotiation skills
- Deft at training team members, motivating them and aligning them with the corporate goals

## Employment Details

---

**Monark India Pvt. Ltd.**

**Designation :** Manager Imports & Logistics

**Duration :** Nov 2017 - Mar 2018

**Category :** Supply Chain Division

**Highlights:**

- Monark India is a quality driven innovator in interior products design and manufacturing by offering integrated interior / furniture solutions
- Establish both short and long-term strategies and implementation plans to enable the creation of flexible, efficient, and scalable logistic and import operations
- Coordinate the development of a reporting process to track progress on timing and productivity / service level performance; include KPIs to ensure optimum efficiency, safety and quality
- Conduct team reports of delivery metrics, monthly report and crisis management supplier fulfilment management. Consolidate delivery Information from Global Suppliers assigned on a weekly basis
- Perform regulatory documents review based on existing regulatory process and checklists and well communicate with vendors
- Manage all internal and external requirements related to administration of import of materials. Ensure compliance with company policies and requirements whilst simultaneously planning, timely reports and budgets, etc.
- Develop and nurture a supply base for products that meets quality and cost goals necessary to maximize profit
- Enable the creation of scalable sourcing operations - prioritize purchasing activities as per Procurement Plan with emphasis on long lead & critical procurement items

**SBS Transpole Logistics Pvt Ltd, Gurgaon**

**Designation :** Senior Coordinator/Manager

**Duration :** Apr 2014 - Feb 2016

**Category :** Coordinator

**Highlights:**

- SBS Transpole is an INR 700 crore Japanese conglomerate offering services in freight forwarding
- Responsible for handling Standard Operating Procedures, Business Development, Key Account Management and Customer Service
- Coordinated with customs department of various countries in fulfilling regulatory compliance on behalf of clients
- Worked with shipping and logistic agencies in clearing and transporting shipments within agreed SLA
- Independently monitored the entire logistics cycle of shipments from China to India for specific project lines
- Updating the dispatches made for project from all vendors/suppliers and recommending them the necessary documentation
- Establish both short and long-term strategies and implementation plans to enable the creation of flexible, efficient, and scalable logistic operations
- Accountable for raising the alerts of incoming cargo at site in advance for arranging the unloading and storage
- Nurtured long-lasting partnerships with shipping agencies that proved to be instrumental in getting things done
- Lead a team of operational and administrative executives and was accountable for their performance
- Carried out freight forwarding operations with extensive knowledge of government policies & regulations and provisions of various statutory acts

**Writer's Relocation, Gurgaon**

**Designation :** Assistant Manager

**Duration :** Aug 1999 - Feb 2014

**Category :** Operations

**Highlights:**

- Writers Relocation (Now Writer Corporation) is a logistics/relocation organisation handling national and international relations through air, sea and surface modes
- Handled vital responsibilities such as customer service, operations and coordination with airlines, shipping agencies, customs agencies and various other stakeholders in India and across the globe
- Holds the distinction of achieving promotions thrice during the tenure to reach the position of Assistant Manager
- Was heading the imports division at Gurgaon profit centre working with expats/NRI/Reports for their relocation
- Supported the client in fulfilling clearance documentation and compliance with statutory regulations of the customs department
- Responsible for educating clients on various rules, regulations and the implications on their shipment
- Efficiently handled Cartus Shipments, one of the largest global moving company for their international shipment projects

**Usha Teleformatics, New Delhi**  
**Designation :** Administrative Officer

**Duration :** Sep 1998 - Jun 1999  
**Category :** Delhi HO

**Highlights:**

- Handled the daily administrative duties within the branch and liaised with internal and external customers to get things done
- Efficiently managed procurement, logistics, operations and compliance at branch levels

**Academia**



**Bachelor of Commerce**

**Session :** 1988

Delhi University

**Skill Set**



**Certification:**

- Business Communication Certificate Course from British Council, Delhi
- Attended various training courses at Writer Relocation on Service Excellence

**Personal Dossier**

**Date of Birth :** 6th Aug 1967  
**Linguistic skills :** English, Hindi  
**Address :** E 169 A, Greater Kailash Part 2,  
New Delhi – 48, India

**Declaration:**

I hereby declare that the information given above is correct. I can produce certificates of all my qualifications, if required.