

# ABDUL RISHAD

## LOGISTICS EXECUTIVE

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### Professional Summary

Dynamic logistics professional with proven expertise at Fast Global Freight Services WLL in optimizing transportation strategies and enhancing operational efficiency. Skilled in logistics analysis and adept at building strong vendor relationships, I excel in negotiating favorable rates and ensuring compliance with international regulations, driving cost savings and timely deliveries.

### Skills

Operations management

Negotiation

Reverse logistics

Shipping coordination

Decision Making

Freight handling

Import & Export Procedures

Teamwork

Logistics Documentation management

Customer service

Problem Solving

Leadership

### Work History

**Logistics Executive, 09/2021 to 07/2025**

**Fast Global Freight Services WLL – Doha, Qatar**

- Liaising with the internal team and overseas agents for freight rates.
- Coordinating with overseas agents and shipping lines for timely delivery.
- Processing import and export documentation.
- Coordinated international shipments, navigating complex customs requirements and ensuring compliance with import/export regulations.
- Preparing various import, export, and supplier forms for customs submissions.
- Monitoring and controlling transportation and storage costs, negotiating favorable rates with customers and carriers.
- Coordinating with shipping and transport companies on behalf of customers.
- Responding to customers' inquiries and referring clients to the proper channels.
- Making special shipping arrangements, if necessary.
- Resolved discrepancies between invoices and delivery documentation promptly.
- Negotiated with vendors to acquire favorable rates, and minimize costs to the company.
- Reviewed customer orders regularly to ensure the accuracy of the order fulfillment process.

- Collaborated with internal departments to identify opportunities for improving the efficiency of shipment processes.
- Maintained up-to-date records on shipments, including tracking numbers and delivery dates.

### **Logistics Coordinator, 03/2014 to 09/2020**

#### **Tokyo Freight Services WLL – Doha, Qatar**

- Tracked orders and notified customers of status or potential delays.
- Coordinated with vendors to ensure timely delivery of goods, minimizing stock outs.
- Developed relationships with key vendors, securing preferential treatment in pricing and terms negotiation.
- Collaborated with sales and customer service teams to address client concerns and expedite orders when necessary.
- Optimized transportation strategies by analyzing route performance data and adjusting plans accordingly.
- Coordinated shipments and tracked progress to facilitate timely delivery.
- Reviewing, preparing, and routing shipments.
- Ensuring the safe and timely pick-up and delivery of shipments.
- Monitoring shipments, costs, timelines, and productivity.
- Tracks, traces, and updates the status of shipments.
- Ensuring that the quality of all services provided meets the required standards.
- Following with customers for shipping docs

### **Procurement Assistant, 01/2014 to 03/2014**

#### **Hampton Qatar – Doha, Qatar**

- Facilitated timely delivery of goods by closely monitoring orders and addressing any delays or discrepancies promptly.
- Assisted in evaluating and analyzing offers received from suppliers and service providers.
- Maintained monthly procurement plan to support timely supply and delivery of quality supplies and equipment.
- Monitored payments by closely comparing purchase orders and contracts to delivered services and inputs.
- Negotiated with carriers and warehouse operators for services and preferential rates.
- Examined invoices and shipping manifests for conformity to tariff and customs regulations.
- Negotiate contracts with vendors, securing best prices and terms for materials, equipment and services.
- Created purchase orders to monitor stock levels, verify purchase requisitions, and expedite customer orders.
- Built and maintained professional relationships with clients and co-workers.
- Established strong relationships within industry networks to stay informed about updates in regulations or technology advancements that may impact procurement decisions.

## Education

**MBA:** MBA in Logistics and Shipping Management, 10/2014

**Vels Institute of Management Studies** - Chennai, Tamil Nadu, India

**BBA:** Bachelor of Business Administration, 09/2012

**Global Educational Management Studies** - Calicut, Kerala, INDIA

## Languages

English

Professional Working

Hindi

Professional Working

Malayalam

Native or Bilingual