**CURRICULUM VITAE**

Vikram Lalwani

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| **CAREER OBJECTIVE** |

To obtain a responsible position in congenial working environment, this provides an opportunity to utilize my experience, knowledge and skills towards the growth of organization whilst providing an exposure to the future advancement.

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| **PERSONAL DETAILS** |

Date of birth : 15 Jan 1970

Nationality : Indian

Civil Status : Married

Religion : Hindu

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| **EDUCATIONAL QUALIFICATION** |

Graduate with B.Com (Bachelor of Commerce, English Med. )

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| **LINGUISTIC KNOWLEDGE** |

Spoken : Sindhi, Hindi, Omani and English

Written : Hindi and English

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| **DETAILS OF OMAN DRIVING LICENSE** |

License No. : 93472316

Date of Issue : 17.07.2013

Valid Up to : 17.07.2025

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| **WORK EXPERIENCE** |

I started my career working with REGENCY INTERNATIONAL; (HONG KONG).My job was to handle the documents required for import n export. I learnt complete documentation work whilst working there.

I worked with T.CHOITHRAM GROUP, DUBAI (1991-2012)

My job responsibilities in this company were;

1) To check the requirement of all our supermarkets.

2) To purchase the required goods for them.

3) To arrange the vehicles for supply of goods.

4) To co-ordinate with drivers and labors.

5) To check the purchase invoices and receive the goods accordingly.

6) To check the mails from our suppliers and report to my directors about the latest product and prices.

Recently I was working with AL REEF L.L.C , OMAN as a LOGISTIC INCHARGE.(2012-2017)

My job responsibility in this company were ;

1)Delivering the goods as per the invoices, daily in our own vehicles as well as in hired vehicles

2)Checking the invoices and goods return voucher once the vehicles is back in W/H after delivery.

3)Maintain the stock in such a way so that we can follow the FIFO system

4)offloading the containers from the port according to their arrival dates, to avoid the demurrage.

5)Taking the inventory once the container is offloaded in the W/H

6)Preparing the stock report every month and reporting to senior purchase manager, Which will help him in preparing the SSR

7)Keeping record of daily attendance of all the Omani Drivers and labors

8)Preparing the salary sheet of W/H staff

9)Delivering the goods to our interior depots in Sur , Sohar & Nizwa as per their requisition.

At present I am working as a CUSTOM CLEARANING AGENT and I have complete knowledge & experience of clearing the containers and transportation. I can handle all the things related to IMPORT & EXPORT LOGISTICS.

My knowledge and experience allow me to say this, If I’m given a chance to work in your esteemed company, I will do all my best to meet your challenges.

Sincerely Yours

Vikram Lalwani