

## **CURRICULUM VITAE**

Vikram Lalwani  
Ruwi, Muscat  
Mob. No. +968 95486883

### **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.

### **PERSONAL DETAILS**

Date of birth : 15 Jan 1970  
Nationality : Indian  
Civil Status : Married  
Religion : Hindu

### **EDUCATIONAL QUALIFICATION**

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

### **LINGUISTIC KNOWLEDGE**

Spoken : Sindhi, Hindi, Omani and English  
Written : Hindi and English

### **DETAILS OF OMAN DRIVING LICENSE**

License No. : 93472316  
Date of Issue : 17.07.2013  
Valid Up to : 17.07.2025

### **WORK EXPERIENCE**

I started my career working with REGENCY INTERNATIONAL; (HONG KONG). My job was to handle the documents required for import and 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