



KRITESH LOKWANI

PROFESSIONAL SUMMARY

Dynamic and detail-oriented Divisional Delivery Planning Specialist & Administrative Assistant with 8 years of comprehensive experience in managing the flow of materials, intermediates, and related goods. Expertise in effective vendor management, continuous market awareness, and understanding of customer needs. A proactive initiator who consistently seeks the highest value while surpassing operating budgets through sound decision-making. Skilled in materials management, logistics, and administrative functions. Adept at coordinating complex projects, enhancing operational efficiency, and delivering exceptional customer service. Committed to maintaining quality control and ensuring timely delivery, while providing robust administrative support to streamline operations and foster team collaboration.



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PROFESSIONAL EXPERIENCE

July 2016 - Current

Arrow Pipes and Fittings FZCO - Administrative Assistant & Delivery Planner,
Dubai, UAE

Roles & Responsibilities :

- Making sales orders of the material once the order is acknowledged by our sales team.
- Collaborating with the warehouse team by handing them reservation or sales orders made for the order received.
- Collaborating with the quality team once the material is loaded by the warehouse team and performing final inspection before releasing goods as per the order received.
- Explaining to the delivery person regarding documents handover properly to customers such as invoice, packing list, delivery advice, bill of entry, and border documents.
- Coordinating with the client expediting team once the material is loaded and moved out from our facility to ensure the material is delivered properly as per the order received.
- Downloading and uploading MTCs" received from the mill or locally purchased material.
- Checking quality & genuineness of the material by performing tests for locally purchased material with the quality team.
- Handling operations to satisfy the committed delivery time to customers and taking feedback from customers.
- Managing the company's stock inventory.
- Focusing on customer service by supplying genuine material and conducting surveys.

EDUCATION

Bachelor of Commerce
**R.K. Talerja College of Arts,
Commerce and Science,**
Mumbai, India
June 2013 - June 2016

LANGUAGES

English

Fluent

Hindi

Fluent

Sindhi

Fluent

SKILLS

Core Competencies:

- Problem Solving
- Adaptability
- Collaboration
- Time Management
- Reporting
- Quality Control
- Team Work
- Handling Pressure
- Leadership
- Safety
- Strategy
- Logistics
- Customer Service Oriented
- Multi-Tasking

Technical Skills :

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Teams
- Speed Typing: 40-60 words per minute (WPM)

Software Proficiency:

- Visacc Software
- SAP