

**RESUME**

**Mr.DILEEJ**

**Visiting Visa – validity - 05/07/2018**

**Language Known – ENGLISH, HINDI, MALAYALAM, TAMIL & KANNADA**

**E-Mail –** **dileej.12856@2freemail.com**

**CAREER OBJECTIVE:**

Looking for an exhilarating career with Organization, which demands the best of my professional ability in terms of excellent analytical, organization and communicational skills, and helps me in broadening and enhancing my current skills and knowledge, and over 9 years of experience at different level in the field of Shipping/Logistics in reputed companies in UAE.

**EXPERIENCE SUMMARY**

**August 2016 to March’2018**

**AS AN IMPORT & EXPORT COORDINATOR IN BRIDGEWAY SHIPPING & CLEARING SERVICE – IN JEBEL ALI FREE ZONE** ( Freight Forwarder and shipping agent )

* Handing Existing customer customer’s Import, Export and cross trade shipments and new customer enquiries.
* Coordinate with overseas Agents and build up relation and get competitive price from Agents.
* Attend & quote existing and new customer enquiries.
* Maintain job files with all relevant supporting documents
* Provide Invoice to customers as per agreed rates.
* Issue LPO for suppliers invoice and pass to accounts
* Communicating and negotiating with Shipping Lines & Airlines for competitive freight Rates
* Handling of FCL/LCL, Air Import &Air Export shipments.
* Close coordination with the Liners in order to avail a competitive Rates
* Providing effective follow ups for the shipments
* Follow up with shipping lines/transportation companies to ensure the container reaches port

before cut-off time.

* Monitoring and updating customers with information on shipment status
* Co-ordination with shipping lines & Airlines for all Import Export query’s as per

 customers requirements

* Preparing quotation for Sea freight / Air freight

**EXPERIENCE SUMMARY**

**NOVEMBER 2015 TO JUNE’ 2016**

**AS AN RAW MATERIAL PURCHASER / STORE INCHARGE IN RIGID INDUSTRIES SAIF ZONE- SHARJAH-UAE.** ( Manufacturer of commercial Office Steel Furniture’s & Wooden Furniture’s)

* Responsible for the ordering, following-up, receiving, storing and tracking of the

Raw materials and consumable supplies.

* Maintain and update a list of critical components to be ordered on a regular basis

To ensure availability. Current minimum stocking levels instituted and maintained

In system.

* Compares deliveries with specifications indicated on purchase orders / contract documents

And prepares discrepancy reports for any item not in compliance.

* Negotiate the rate with suppliers.

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* Maintains records of all warehouse stock received & issued materials.
* Monitors and audits inventory levels of stock items on a daily basis and notifies the

Inventory Control Coordinator when quantities are very low/ out of stock.

* Establish and maintain effective working relationships with those contacted in the course of

Work and contribute to a successful team effort.

* Plan and organize work load to meet changing priorities and deadlines
* Making daily Utility consumption Report & Monthly consumption Repot to the Manager
* Making Raw material Re-order level for ordering the stock.
* Resolves discrepancies in requisitions, purchase orders, and delivery reports by contacting vendors or requesters.

**EXPERIENCE SUMMARY**

**JULY’ 2014 TO OCTOBER’2015**

**AS AN LOGISTICS EXECUTIVE IN ARABIAN CALIBRATION DEV REP CO.LLC IN SHARJAH-UAE.**

 ( Arabcal is a Calibration service provider and Repair, Rental & Certification of Testing & Measuring)

* Organize and coordinate the formalities regarding the clearing of Air/Sea shipments
* Planning routes and load scheduling for multi-drop deliveries / Collections
* Maintain communication with warehouse staff to ensure proper working order
* Communicating effectively with clients and responding to their requirements
* Shipment tracking and updating the customer on timely basis.
* Co-Ordinate with Account Dept. for timely payment to the supplier & Freight Forwarders
* Preparing of Export Invoice, packing list, Certificate Of Origin & Purchase Order
* Communicating with suppliers with regard to the ETA and ETD of the shipments
* Maintains the stock in store & Re order from the Vendors.
* Coordinate with supply team for purchasing of new instruments
* Negotiate the freight for Air & Sea shipment.

**EXPERIENCE SUMMARY:**

**AUGUST’2007 TO SEPTEMBER’2013**

**AS AN SHIPPING COORDINATOR & DOCUMENTATION EXECUTIVE IN CNS LOGISTICS LLC –**

**JEBEL ALI FREEZONE & DUBAI - UAE.( International Freight Forwarding Co )**

* Communicating and negotiating with Shipping Lines & Airlines for competitive freight Rates
* Handling of FCL/LCL & Air shipments.
* Close coordination with the Liners in order to avail a competitive Rates
* Providing effective follow ups for the shipments
* Follow up with shipping lines/transportation companies to ensure the container reaches port

before cut-off time.

* Monitoring and updating customers with information on shipment status
* Co-ordination with shipping lines & Airlines for all Import Export query’s as per

 customers requirements

* Preparing quotation for Sea freight / Air freight
* Issuing a delivery order for FCL/LCL customers.
* Preparing of Bills of Lading, Invoice & Service Bills ( AFSYS Shipping Management System )
* Customs Clearing Formalities – Using E-Mirsal 2
* Familiar with Jebel Ali Free Zone & Dubai Customs Import /Export formalities and procedures.

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**MAY’2001 TO NOVEMBER’2005**

**AS AN OPERATION EXECUTIVE AND DOCUMENTATION IN VIGNESH BUSINESS SERVICES PVT.LTD**

**( CUSTOMS CLEARING & FORWARDING AGENT - CHA ) BANGALORE, INDIA.**

* Interacting with Airlines, Console & Shipping company’s
* Arranging IGM number for filing the Bills of Entry
* Preparing EDI Annexure through ICEGATE Customs
* Preparing Claim of Assessment & Multiple Invoice attachment
* Preparing work sheet for Assessing the Bills of Entry ( FOB, CIF, C&F & C&I)
* Preparing Manual Bills of Entry for filing to Customs
* Preparing letters to customs regarding conversion of Manual filing of Bills of Entry
* Making daily status of consignments to the clients about their shipments by Mail
* Preparing of Weekly and Monthly reports to the clients
* Supervising filing and despatch of the documents to the Customs & Customers.

**QUALIFICATION:**

* BACHELOR OF ARTS (B.A.) - 1995 CALICUT UNIVERSITY - KERALA
* DIPLOMA IN ELECTRONICS - 1996 NATIONAL INSTITUTE - KERALA
* DIPLOMA IN COMPUTER APPLICATION - 1997 WISE LINE INSTITUTE - KERALA
* E-CLEARANCE COURSE ( E-MIRZAL-2) - 2009 DUBAI CUSTOMS - DUBAI

**COMPUTER KNOWLEDGE:** **LANGUAGE KNOWN:**

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| * English
* Hindi
* Malayalam
* Tamil
* Kannada
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* DOS, WINDOWS
* MS OFFICE 2000
* TATTLY – ERP 9

**PERSONAL DETAILS:**

* DATE OF BIRTH- 30/05/1975
* MARTIAL STATUS- MARRIED
* NATIONALITY - INDIAN
* E-MAIL ID - dileej.12856@2freemail.com

**DILEEJ**