**Zahid**

**Zahid.122251@2freemail.com**

**Career:**

Highly professional Gulf experienced over 10 years, with proven expertise in ship spares management, Warehouse Management, Shipping & Freight Forwarding logistics operations.

Dedicated and committed team leader with career record of managing Warehouse and Logistics operations in a computerized and pressurized work environment and as well as Administrative assistant in office.

**Key Skill Set;**

|  |  |
| --- | --- |
| * Warehousing and Operation
* Freight Forwarding / Shipping Line
* Customer Service
 | * Multitasking skill
* Custom Clearance (MIRSAL II)
* Supply Chain Coordinator
 |

**Qualifications:**

| **Completed** | **Institution** | **Degree / Qualification** |  |
| --- | --- | --- | --- |
| 2007  | Quaide-E-Azam College  | Graduation in Commerce |   |
| 2005  | SKAN COLLEGE  | CAT (Certified Account Technician) |   |

**Work Related Training & Certification:**

|  **Completed** |  **Institution** | **Training / Certification** |  |
| --- | --- | --- | --- |

2011 DP WORLD CTLP (Certified Trade and Logistics Professional)

**Employment History:**

**United Arab Shipping Company**

FEB/2011 to Current

**Assistant Logistic Manager** at DGS (from 2014 to Present)

* Managed ship spares and multi-user warehouse at AL QOUZ (Area 5000 SQM)
* Managed day-to-day warehouse, shipping and logistics activities of the trade and entitles searching and negotiating more effective and efficient resources to fulfill the warehouse and trade operations.
* Provided ship spares quotation to Fleet procurement department through SHIPSERV & also raising new requisition base on requirement in system (AMOS)
* Support in developing and implementing Logistics plans in line with corporate Logistics strategy in order to support the achievement of overall business objectives.
* Responsible for inbound outbound operations in GCC and Other. Maintaining proper records and documents from vendors and coordination with the shipping line. Look after the overall logistics functions of the Group.
* Review, analyze and approve stock consumption and stock replenishment reports. Reconcile end of day stock in the warehouses to ensure there are no outstanding deliveries or backlogs.
* Responsible for arranging all the import and export documents as per the requirement of legislative authorities such as Dubai Municipality, custom, chamber and Jafza etc.
* Data entry on time-Support to Sales team, finance & purchase departments & other members as per their requirement for smooth functioning.
* Safeguard warehouse operations and contents by establishing and monitoring security procedures and protocols.
* Managed the efficient receipt, storage and dispatch of a wide range of goods from the warehouse.
* Handled more than 300 SKU and using automated computer systems to monitor stock control.
* Produced monthly inventory reports through WMS which keep customers update about their stored goods on monthly basis.
* Provided practical hands-on training to the newly recruited staff as well as trainees.
* Performed as an effective team member who is consistently striving to contribute for overall development.
* Ensured that a safe working environment is maintained always.
* Other responsibilities include Producing quarterly report for internal audit, Non-Moving/Slowing Moving Reports, Strategy Planning, Tariffs, KPI & Operational files costing, Profit/Loss, etc.

**Key Achievements:**

* Achieved 99.5% average delivery rate on all assignments with no loss of materials or assets.
* Achieved an inventory record accuracy of 95% or higher by implementing a more robust cycle counting process.

**Logistics Coordinator at Aratrans Logistic (subsidiary of UASC)** from 2011 to 2014

* Act as main point of customer contact and handling all mode of shipment i.e. (Cross trade, Sea Air, Exhibition, ship spares, Project, Air, Sea, Land shipments)
* Arranged all custom documentation for Import / Export shipment to GCC or other destinations.
* Experience in issuing, Bill of Lading, Delivery order and Container booking.
* Handled import LCL containers & arranging distribution accordingly.
* Manage liaison with suppliers and origin stations & selecting shipment routes, based on nature of goods shipped, transit times or security needs.
* Maintained all shipping records and assisting in Audit
* Ensure proper packing requirement and documentation is met for Hazardous air/sea shipments.
* Coordinating with agents overseas to ensure timely Custom clearance and delivery for shipments at destination.
* Manage quality control by ensuring that all shipped orders are in working condition
* In charge for organizing and outsourcing jobs including Certificate of Origin, Import Permit, DG approval, COC for Saudi Shipment, Insurance, fumigation, ISPM for wooden packing.
* Verified and authorizing the freight payments in-terms Debit/Credit Note.
* Ensured and maintain highest standard of customer service to maintain loyalty and business retention.

**Key Achievements:**

* Developed a more efficient delivery system in work place.
* Reduced scheduling error by 15%

**Logistic Operation Executive**

**DB Schenker LLC**. (FEB /2008 to FEB/2011 )

Manage and monitor day-to-day aspects of bookings, shipping, tracking, tracing and billing for both import and export ocean shipments to meet customer needs.

* Prepare needed documents for customs clearance. Ocean/house bill of lading, AES/ISF filing, certificate of origin, packing list and commercial invoice.
* Arrange/coordinate trucking pick-ups and delivery appointments with ability to affect cost effective transportation solutions.
* Communicate service issues to client and management with ability to resolve and follow through.
* Prepare LCL consolidation containers and documents to/from most destinations worldwide.
* Able to assist in all other areas of operations as directed by management.
* Customer service skills including the ability to recognize the needs of clients along with problem solving.
* Coordinate multi point loading and monitor the movements Liaising with International Agents and Consignees send pre-alerts / pre-advice / arrival notice and ensure timely issuance of delivery orders, clearance and Delivery of Shipments
* Knowledge of Free zone, GCC countries and cross-stuffing documentations.

**Demographics:**

Date of Birth: 04-09-1985 Languages: English, Urdu

Driving License Yes Visa Status Employment Visa