**Summary**



Adaptable Logistics Executive with extensive experience in material/freight

handling, inspections and shipping and receiving. Focused on continual process

improvement and cost reduction.

**Highlights**



|  |  |
| --- | --- |
| Imports and exports | Flexible |
| Decisive | Customer service-oriented |
| Global logistics | Safety-oriented |
| Natural leader | Valid U.A.E driver's license |



**Accomplishments**



Recorded numbers of units handled and moved, using daily production sheets or

work tickets. Packed containers and re-pack damaged containers. Supervised a team of five staff members.

**Experience**



09/2013 – 05/2015 **Emirates Airlines** －Dubai

**Cargo Handling Assistant**

Successfully completed Skycargo Foundation pre-course to further develop professional skills.

Maintained ramp and warehouse areas.

Manually created shipments, assigned carriers and dispatched shipments.

Operated Skychain [skycargo shipping system] efficiently and accurately.

Oversaw warehousing and storage practices and housekeeping.

03/2012 - 08/2013 **Coyne Airways FZCO** －Dubai

**Operations Supervisor**

Forecasted manpower requirements based on daily workload and company targets.

Coordinated with freight forwarders to expedite international shipments.

Ensured that team member responsibilities were defined and understood. Completed all post-flight duties. Relayed departure, arrival, delay, aircraft and airfield status to up line controlling agencies.

05/2011 - 02/2012 **Hawk Freight Services FZE** －Dubai

**Logistics Executive**

Reviewed new customer orders and requests and manually entered data into a

centralized database.

Acted as a liaison between logistics, carriers and customers. Monitored shipments to guarantee on-time delivery.

|  |  |
| --- | --- |
|  | Completed all necessary customs documents and other paperwork. |
|  | Prepared invoices for all customers in the logistics department at the end of every |
|  | month. |
| 02/2006 - 10/2010 | **Air India LTD** －Kenya |
|  | **Cargo cum Ramp Assistant** |
|  | Attended pre-flight briefings. |
|  | Loaded and offloaded luggage and cargo with the use of conveyor belts or forklifts. |
|  | Maintained ramp and warehouse areas. |
|  | Monitored the arrival, parking, refuelling, loading and departure of all aircraft. |
|  | Ensured that all company procedures and Federal Aviation Regulations were |
|  | adhered to. |
| 03/2004 - 01/2006 | **MARACA Enterprises** －Kenya |
|  | **Logistics Assistant** |
|  | Acted as a liaison between logistics, carriers and customers. |
|  | Monitored shipments to guarantee on-time delivery. |
|  | Resolved problems for customers, warehouses and carriers. |
|  | Reduced operating budget by 30% and misshipments by 50% by implementing new policies and procedures. |
|  |  |

**Education**



|  |  |
| --- | --- |
| 2013 | **Emirates Aviation College** United Arab Emirates |
|  | Certificate: Special and Dangerous goods handling |
|  | Coursework in Skycargo Foundation |
|  | Special load and Ramp Handling |
| 2008 | **Air India Staff College** India |
|  | Certificate in Basic cargo operations: Cargo Operations |
|  | Coursework in Warehouse Operations |
| 2005 | **Kenya College of Communication Technology University** Nairobi, Kenya |
|  | Diploma: Business Administration |
|  | Diploma in Business Administration |

**Affiliations**



Association of Business Executives [ABE] since 2005



**Gulfjobseeker.com CV No:** **1476942**