**First Name of Application CV No 1625052**

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**Professional Profile**

* Experience of more than 5 years in the area of ​​Management, Supervision, Operations, Procurement, Sales, Customer Service and Administration. Where I worked and deal with important sectors in the country of Pakistan
* And United Arab Emirates.

**Objective**

* To work in strong, forward thinking, progressive and equal opportunity organization where I can apply the knowledge I have obtained, involving maximum utilization of my skills and experience to deliver beyond expectations and meeting the challenges of real life projects.
* **Major Strengths:**  
  -Ability to effectively interact with members at all levels of the organization.   
  -Flexible to different kinds of work environment.   
  -Willingness to learn and work hard.   
  -Professional and energetic demeanor.

**Personal Information**

* Gender: Male
* Marital Status: Married
* Birth Date: November 17, 1982
* Nationality: Pakistani

**IT Skill**

* Basic Computer
* Win Installation
* Software installation

**Software:**

* + MS office (Words, Excel, Power Point)
  + Tally ERP 9.0 (Accounting)
  + U-Lead & Photoshop (Designing)

**Past Employers**

**Deutsche Autoteile DAT FZCO Dubai**

Logistics Coordinator (2012- 2016)

* Monitors the status of incoming international supplies, monitoring status and correspondence with the central Supply Division.
* Supervise daily activities of the organization-appointed clearing agent. Keeps them informed of all inbound shipments and ensures that all documentation necessary for clearing is provided to the forwarder
* Monitors and summarize all expenditure and provides activity report to the management.
* Execute additional administration tasks at the request of the supply/logistics officer.
* Provides goods status reports and update ERP system to concerned logistics unit at national level.
* Preparing all required documents for export, import and cross trade shipment process.
* Preparing legalization for GCC countries shipment such as COC/SASO, CO, HS code sheet item-wise etc.
* Following transporters to deliver the goods on perfect time and to achieve the goals.
* Handling Bill of Entries process from Dubai Trade and Customs.
* Handling renewal of import & Export codes of Company.
* Maintaining and providing freight invoices to the account department.
* Providing incoming shipment report to warehouse at least 24 hours in advance before arrival.
* Preparing documents and applying request of inspection for certificate of conformity and its requirement.
* Coordinate with suppliers and forwarders to ensure smooth and fast handover of the shipments.
* Handling Import-Export Clearing & Forwarding and Logistics Operations.
* Dealing with local and international clearing and forwarding companies.
* Handling and booking samples and documents with courier companies
* Preparing documents (Invoice and packing list) for processing the booking of samples
* Follow up with courier companies and till delivered to customers.
* Verification of Courier invoices & freight invoices.
* Preparing inline goods report and send to sales & warehouse.
* Updating all the shipment reports

**AL- Bathaa Car Dealers**

Sales & Logistics Coordinator (2008 - 2012)

* Handle operations of all carriers i.e. Sea, Land, Trouble Shoot all issues of Loading,

Transshipments and Final Deliveries.

* Organize Land Transportation for inbound and outbound. RORO shipments, coordinate multi point loading and monitor the movements
* Liaise with Shipping Agencies / Carriers / Lines for competitive rates and services
* Proper maintenance of contacts, customs code, HS CODE and other data of customers and other parties
* Training and Orientation for New Comers on Freight Forwarding operations and Documentation.
* Co-ordination and support to Sales team and Accounts personnel in their activities.
* Resolve customer disputes
* Responsible for timely, accurate quotations and various pro-forma invoices to

Customers, processing inquires through personal visits, email, phone and fax.

* Developed and sustained relationships with potential and existing clients by Coordinating professional meetings and providing effective administrative support.

**Documentation Knowledge:**

* Knowledge of International Export/Import Trade Documentation requirements
* Online Customs Documentation / Clearances through E-MIRSHAL-2
* Knowledge of Free zone, GCC Countries, and cross-stuffing Documentation
* Familiar with Online / Manual Bill of Lading Documentation. Proficient in House, Master, and Switch B/L documentation, knowledge of AMS.
* Prepare / Execute House & Master Air way bills and manifests familiar.
* Maintain Proper Records for Documentation file them in an organized way

**Qualification**

Passing Year: 2002

H.S.S.C Pre Medical

**Govt Science College Multan Pakistan**

Passing Year: 1999

S.S.C In Science Subjects

**Nishat High School Multan Pakistan**

**Languages:**

**Language Read Speak Write**

English Fluent Fluent Excellent

Urdu Native Native Native

**Motives:**

I have a good experience In the U.A.E. and I want to relocate in another Company to have other experience with other people and to learn more. I am confident that I can bring this level of success with me to your company, with my previous experience and expertise; I believe I can hit the ground running and start actively contributing to the business as soon as possible. Through my stamina and abilities, I am able to make logistics work interesting enough to get the best results.

All the above mentioned traits coupled with my enthusiasm to perform quality work in a logistics environment makes me an excellent choice for a Logistics Coordinator position at your company. I am ready to work in any of the fields mentioned above or any other field. I am very active and will spectator that as soon as I am accepted for any job in your company.

Thank you for your time and consideration. I look forward to meeting with you to discuss my application further.