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| **First Name of Application CV No 1645662**  Whatsapp Mobile: +971504753686  New_logo.gif  To get contact details of this candidate Purchase our CV Database Access on this link.  <http://www.gulfjobseeker.com/employer/services/buycvdatabase.php> |  |

Objective:

To attain a challenging position in Supply chain, Logistics, procurement and freight forwarding Industry where I can enhance my skills, experience and provide value addition to the organization concerned.

### Areas of Strengths:

⇒ Good Interpersonal & Communication Skills

⇒ Quick in grasping new concepts & ideas

⇒ Negotiation and persuasion skills

⇒ Team management

⇒ Function well in high stress atmosphere

⇒ Technical support to the Client

### Work Experience:

**Designation** : **Logistics Co-ordinator**

**Organization** : **Caltrols Middle East FZCO**

**Industry : Oil & gas**

**Duration : Nov 2014 – Present**

**Work Profile:**

* Customs Clearance through Emirsal2

• Maintaining effective communications with the freight forwarding companies, coordinate various logistics operations  
• Will be responsible for maintaining the tracking systems, organizing and coordinating logistics  
• Looking after all import and export of shipments  
• Coordinating Customs transactions, Clearing & forwarding shipments  
• Coordinate with clients in regards to their shipments  
• Preparing commercial invoice and all supporting documents for the shipments  
• Applying certificate of origin with Chamber of Commerce  
• Arranging docs for Bill of entry and exit documentation for all the shipment  
• To follow up with the suppliers and freight companies regarding the delivery of shipment Activity and to liaise with the buyers and warehouse in this matter  
• Coordinate the Activity of the overseas and local freight and clearing companies.  
• Analyze market trends. Seek quotation from Freight service providers and Evaluate  
• Receiving Materials according to Material Requisition / Purchase orders and updating the system.  
• Checking materials received as per required specifications and inform the related Sales engineers.  
• Arranging suitable vehicles for material movements to various facilities  
• Familiar with Free zone customs formalities, Customs Laws of UAE  
• Vendor follow up to ensure on time, cost effective Material deliveries.

**Organization** : **MCC LOGISTICS, MUMBAI**

**Designation** : **Import Assistant**

**Industry : Freight forwarding**

**Duration : JAN 2014 – Oct 2014**

**Work profile**

* Customs Clearance & local procedures.
* Arranging on Time Deliveries to the customers within the appropriate time.
* Export and Import clearance – good knowledge of E clearance
* Cargo Handling.
* Checking with the concerned liners regarding the arrival of the shipments
* Informing the customers regarding the arrival of the shipments
* Collecting Delivery order & Cargo from the Ground Handling Agency.
* Tracing and tracking shipments.

**Academic Projects done:**

* Done major project in **WAREHOUSE Department** at **VRL LOGISTICS** , Kannur, Kerala.

**Educational Qualification:**

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| --- | --- | --- |
| **Course** | **University/Board** | **Year of Study** |
| **MBA (Logistics &shipping)** | **BHARATHIYAR UNIVERSITY** | 2012-2014 |
| **PGDM(Logistics & shipping)** | **INDIAN INSTITUTE OF LOGISTICS** | 2012-2013 |
| **BBM (Marketing)** | **KANNUR UNIVERSITY** | 2009-2012 |

**Technical Skills**

* **Diploma in Computhized Accounting**
* **SAP**
* **Tally9**
* **MS OFFICE-Word, Excel, Power point & Outlook**
* **CPR and First aid Certification on August 2, 2015 at Cedars Training Center, CEDARS – Jebel Ali International Hospital.**

### Personal Information:

Date of Birth : 29 April 1992

Languages Known : English, Hindi, Malayalam

Nationality : Indian

Religion : Muslim

Marital status : Single

Hobbies : Travelling & photography