#### *Curriculum Vitae*

***Logistics Coordinator***

***Personal Information***

Date of Birth : 13th April 1982

Nationality : Sri Lankan

Visa Status : Resident Visa

Gender : Male

Height : 5 feet 11 inches

Complexion : Fair

***Current Job Description***

**Supervisor Cargo Operations**

Cargo Air Port Services Abu Dhabi through DULSCO Abu Dhabi

I have successfully completed the basic cargo handling and (DGR) Dangers Good

Regulation Category 8 conducted by Etihad Air port Services in Abu Dhabi Air Port.

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I have successfully completed the basic cargo handling and (DGR) Dangers Good Regulation Category 8 conducted by Etihad Air port Services in Abu Dhabi Air Port.

Worked with DULSCO as “Supervisor Cargo Operations” at Abu Dhabi International Airport and performed the following duties.

* Supervising the cargo operations.
* Responsible to ensure that cargo warehouse activities.
* Obtaining Load plan and allocating resources based on work load.
* Arranging extra resources and dynamic allocation of available resources based on operational requirements.
* Managing to ensure flown as booked.
* Responsible to ensure housekeeping of warehouse areas at all the times.
* build-up/breakdown are pro actively planned to ensure on time departures and adherence to Service Level requirements
* Coordination with CMCC and ramp handlers to ensure smooth and effective operation for OTP.
* Planning and managing the manpower according to our client requirement **(ADCC).**
* Preparing the monthly roster for required Manpower as per standard allocation.
* Has taken initiative and formulated the shift performance reports.
* Interacting with client (ADCC) for day to day issues.
* Managing and planning workers training schedule with ADCC.
* Acknowledge client complaints related to warehouse operations and submitting investigation reports accordingly.
* Ensuring all health and safety issues are adhered to at all times.
* Preparing Incident/Accident reports.
* Attending internal and external operations meeting.

***Work Handled***

* Cargo acceptance
* Cargo Buildup of PAX flights **B777-200, A340-500, A330-200, A330-300, B777- 300.**
* Cargo break down
* Cargo Customer services
* Closing of handling reports (Documentation)
* Warehouse inventory
* Cargo tracing
* Updating cargo automation system (Cargo Spot)
* Cargo Manifesting
* Special cargo handling like DGR, PER, HUM.

***Previous Experience***

***Job Description*** *:* Worked as a Logistic Interiors LLC.

in Dubai, since 27th Feb 2007 to 31st March 2015 (8 Years).

***Organization***  : Da Interiors LLC.

UAE.

***Job Description/ Experience :***

* Organizing Letters of Credit required for procurement of specialized services from stakeholders.
* Inventory control of material required for various construction projects maintaining buffer stocks.
* Supply chain management for real time cargo delivery and placement for optimum stakeholder satisfaction.
* Preparation of import/ export documentation and dealing with concerned authorities in obtaining permits.
* Leadership qualities in controlling sub ordinates in order to optimize efficiencies providing required outputs with minimum resources.
* Document controlling using primavera Contact

Management.

***D***

# Driving License

Possessing valid UAE driving license since 2012 for light vehicles.

Worked for Fetchr a Courier Company based in Dubai

Well familiar all roads in UAE

***Language Proficiencies***

* Fluent in Spoken and Written English.
* Fluent knowledge in spoken Hindi.

***Academic Qualifications***

* Followed a certificate course for Logistics and Supply Chain Management. Conducted by Ministry Of Education Dubai, at Career Institute (2008)
* Followed certificate course for English and MS

Windows, Word, Excel, Access, PowerPoint and

Internet. Conducted by Ministry of Education Dubai

At Career Institute (2006-2007)

***Educational Qualifications***

* G.C.E Ordinary Level – Sri Lanka in 1998
* G.C.E Advanced Level – Sri Lanka in 2001

***Extra Curricular Activities***

* Played for under 15 College Cricket Team
* Played for under 15 College Rugby Team
* Played for under 19 College Soccer Team
* Worked as a Junior Prefect in the College
* Participated as a Scout in the College
* Member of the various Societies and Clubs

**First Name of Application CV No:** **1705386**

Whatsapp Mobile: +971504753686

