

**Rajiv**

***Serial I-Tech (ME) Pte Ltd, Jebel Ali Free Zone, Dubai, UAE.***

***Logistics Incharge - October 2014 –Till Date***

* Responsible for the execution of shipment once confirmed by the sales team.
* Responsible for the processing of the customs documentation.
* Coordinate with the customs officials if required.
* Oversee, organize, and distribute daily shipments to and from the warehouse facility.
* Ensures that the stocks are properly arranged in the warehouse and are picked on FIFO basis.
* Effective Management of the warehouse staff by provide them adequate assistance and training.
* Develop, Retain and Nurture effective relationship with the clients – Suppliers & Customers.
* Maintain stock reports ( in Excel and SAP software)
* Carry out stock checks randomly and ensure there is no discrepancy in the stock positions.
* Ensures that the warehouse facility is well maintained as per JAFZA/ EHS standards.
* Liaise and arrange the transportation needs as per the requirements.
* Coordinates with the shipping agencies and arranges for the container shipments.

**PROFESSIONAL EXPERIENCE**

**S**

**EDUCATIONAL DEGREE**

Bachelor of Commerce (1996-1999) University of Calicut, Kerala, India

**ACADEMICS**

**Skills:**

* Possesses an experience of around 12 years (10+ years in U.A.E) in the field of Logistics / Warehouse Management.
* Possesses well versed experience on Emirsal 2 – Customs Documentation portal.
* Thorough knowledge about the customs rules and regulations.
* Proficient with MS Office Applications, Outlook and Excel.
* Working Knowledge of SAP Software.
* Sound Working knowledge about the free zone administration procedure ( JAFZA formalities)

**Strengths:**

* Positive attitude and agility to work.
* Excellent communication and writing skills.
* Eagerness to learn new things and explore new ideas.
* Expertise in Multi-Tasking. - Adaptive to individual and teamwork environment.
* Skilled at directing and/or supervising all associates handling inventory management functions.

**SKILLS AND STRENGTHS SUMMARY**

To pursue a challenging career and be a part of a progressive organisation that can effectively utilize my knowledge, work experience, skills and expertise, and at the same time provide an opportunity for me to grow along with the growth of the organization.

**CAREER OBJECTIVE**

# E-Email: rajiv.328507@2freemail.com

***Admin Experience***

* Act as PRO of the company and liaise with JAFZA, Dubai Customs.
* Perform activities related to the renewal of Trade License.
* Perform the activities related to staff visa issuance & renewal.

***GSH (ME) Pte Ltd, (Formerly JELCorporation ME Pte Ltd), Jebel Ali Free Zone, Dubai, UAE.***

***Logistics Executive- December 2006 –September 2014***

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**TECHNOLOGY SKILLS**

* Passed Four Semesters of GNIIT, (Three Year Diploma conducted by NIIT, India).
* Well Proficient in MS Office Packages.
* Working Knowledge of SAP Software & Exact Accounting Software.
* Possesses well versed experience on Emirsal 2 – Customs Documentation portal.

**PERSONAL INFORMATION**

**Date of Birth / Age**

**Marital Status**

**Nationality**

**Languages known**

**Visa Status**

**Joining Time Reqd**

June 24, 1979 / 39 years

Married

Indian

English, Hindi, Malayalam Tamil.

Employment (Free Zone Visa Transferrable)

One Month (Notice Period to be given to current employer)