

Jose

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**OBJECTIVE**  
To obtain a position as a logistics coordinator in Fair plus utilizing clerical skills and physical capabilities to make a long-term contribution to the company.

**Job Description**

•3+ years’ experience in logistics setting in UAE  
• Take orders from logistics managers on a daily basis and review them thoroughly  
• Ensure that correct quantity has been received by comparing received goods with information on the work order  
• Identify any damaged or missing goods and record pertinent information  
• Ensure that delivery forms are signed only upon satisfaction of completed order  
• Move received goods to appropriate storage areas using mechanical equipment such as GPCs  
• Make sure that all goods are labeled properly using appropriate lot and item numbers  
• Allocate storage space for items based on their types and sizes  
• Pick out ordered goods and ensure that they are in good condition  
• Isolate and report any broken or damaged goods at the time of order picking  
• Ensure that information of picked goods is recorded in logs  
• Move picked goods from storage areas to delivery pallets using forklifts  
• Prepare a series of documents such as dispatch notes and labels  
• Ensure that warehouse workers comply to the company’s safety and security procedures  
• Record movement goods using barcode scanners  
• Establish and maintain meaningful relationships with vendors to ensure smooth procurement  
• Ensure quality control of goods coming in and going out of the warehouse  
• Maintain stable temperature conditions within the warehouse especially where drugs, chemicals and perishable food items are concerned

**ACCOMPLISHMENTS**  
• Reorganized merchandise storage place – improved stock space by 30%  
• Designed and implemented new strategy for inventory that increased efficiency by 25%  
• Achieved targeted budgets in all operations.

• Raised workplace safety levels, particularly in relation to other dangerous goods.

• Receive many awards and appreciations from seniors.

**PROFESSIONAL EXPERIENCE**

Logistics coordinator in Gulf way cargo LLC Dubai

• Route materials to the proper section or cargo space  
• Store and load up materials in keeping with prescribed methods  
• Verify merchandise and supplies against receiving documents  
• Pull and pack day by day Pick Ticket orders  
• Note and report discrepancies and apparent damages of supplies and materials received

• Sorted and placed merchandise in racks  
• Moved materials inside the warehouse by means of a pallet jack  
• Staged and sorted products for loading  
• Maintained a sanitary and safe work area

**EDUCATION AND CERTIFICATIONS**

•SSLC

•Board of Higher Secondary (Plus Two)

•B.com (Course completed)

**ADDITIONAL SKILLS**  
• Superb communication skills  
• Able to follow orders efficiently  
• Good attention to detail

•Hard working

**LAST EMPLOYER**

•Gulf Way Cargo LLC Dubai. Contract with Aramex Logistics Dubai

**COMPANY PROFILE ARAMEX LOGISTICS**

Aramex is a provider of comprehensive logistics and transportation solutions. Established in 1982 as an express operator, the company rapidly transformed itself into a global brand recognized for its customized services and innovative multi-product offering. The range of services offered by the company includes international and domestic express delivery, freight forwarding, integrated logistics solutions, information and document management solutions, consumer retail services and e-commerce solutions.

In January 1997, Aramex became the first Arab-based international company to trade its shares on the NASDAQ stock exchange. After five years of successful trading, Aramex returned to private ownership in February 2002 and continued to expand and excel as a privately owned company, establishing global alliances and gaining stronger brand recognition. In June 2005 Aramex went public on the Dubai Financial Market (DFM). Today, the Aramex network encompasses more than 353 offices and employs over 12,300 people offering comprehensive logistics and transportation solutions to both retail and wholesale customers worldwide.