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|  | |  |  | | --- | --- | | LUBNA (MISS)  [LUBNA.331741@2freemail.com](mailto:LUBNA.331741@2freemail.com)  ***Visa Status: Father’s Sponsorship***  Valid UAE Driver’s License |  | | | |
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| **Qualified Supply Chain Professional**, Well-Accepted Logistics Coordinator. Over 5+ years of practical experience in End-to-End Customer Coordination with objective to contribute significantly in highly challenging projects. **Logistics / Shipping / Cargo / Supply Chain are a life-time chosen career. Willing to learn every minor of the field. Quick to adapting new skills and information. Self-Motivated. Self-Esteemed. Works well and in steadiness of mind under pressure with an inspiring team that believes in growth of organization and its individuals.** | | | |
|  | | **Key strength** |  |
| * ***Import & Export Shipments*** * ***Sea // Air // Road Freight*** * ***INCO Terms*** * ***Letter of Credit*** * ***Material Handling*** | | * ***LCL & FCL Handling*** * ***In-bond, Out-bond Logistics*** * ***Integrated Supply chain Management*** * ***Inventory Management*** | * ***Supply Chain Procedure*** * ***Warehousing & Inventory Operation*** * ***NVOCC*** |
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|  | | **Educational Qualifications** |  |
|  | **Certified Logistics & Supply Chain Management Professional (CLSCMP**).  **Certified International Trade Professional (CITP).**  ***High School. Penn Foster, USA***  ***Partly Qualified Accounts Technician (CAT, ACCA, UK)*** | | |
|  | ***PROFILE :***   * Self-motivated Shipping Services Coordinator, supply chain and operations management professional. . * Willing to implement my knowledge of Logistics & Supply Chain Documentations. Willing to learn more from my seniors and colleagues. * Can / willing to become well-acknowledged & experienced in handling Logistics & Shipping Services; warehousing, production & delivery. * Strong communication and interpersonal skills. * Well acknowledged with Logistics, Supply Chain, and Customer & Supplier Relationship Management. | | |
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|  | | **Employment Scan 5+ Years** |  |

Logistics Coordinator (Shipping Industry) (June 2016 – Present)

(Consolidated Shipping Services) CSS Kingston Logistics SAIF ZONE, Sharjah, UAE

The company mainly handles Freight Forwarding, NVOCC; LCL; FCL; Import’; Export; Clearance & Delivery; Logistics; Shipping Services.

Tasks Performed/Performing to the date:

* Using Freight Forwarding & Logistics Software ***FINS*** effectively.
* Import Shipments.
* Export Shipments.
* LCL Shipments. NVOCC.
* FCL Shipments.
* Clearance & Delivery (C&D).
* Quoting.
* Invoicing.
* Making sure the LCL cargo gets on assigned Container on time.
* Making sure the FCL containers gets on assigned Vessel on time for assigned destination.
* Tracking Containers and other shipment modes like Air, Road Transportation, etc.
* Keeping Customers updated regarding their cargo movement.
* Checking Cost Sheets and confirming it.
* Getting BOE / BL done with the help of Operations Team.
* Responsible for getting final stamp (done by Operations Team) on exit papers before last date of submitting.
* Freight Forwarding.
* Road Freight.
* Ocean Freight.
* Air Freight.
* Logistics.
* All other relevant jobs.

Marketing & Purchase Assistant (February 2013 – January 2016)

Loft Interior & Al-Baroudi Marbles Sharjah, UAE

The company is manufacturing best quality furniture for personal and consumer use. Reliable in their job and produces AutoCAD drawings for custom-made design purposes.

Tasks Performed Effectively:

* Telemarketing.
* Preparing LPOs.
* Invoicing.
* Purchasing and keeping a well maintained record of material.
* Material Handling.
* Maintaining and managing office environment.
* Strong administration and organisational plus communicational skills that helped me achieving profit for my company.

Logistics Coordinator July 2012 – December 2012

EMPA MIDDLE EAST FZCO Jebel Ali Free Zone, Dubai, UAE

EMPA ME is an electronics oriented firm mainly providing Computer solutions with diversified activities spanning over various sectors like Computers, Storage, CPU, Boards, IT Infrastructure.

**Helped Logistics Team in getting the following Tasks done effectively:**

* Assembling, addressing, stamping and arranging for the shipments of merchandise and materials.
* Assembling, addressing, stamping and arranging for the shipments of merchandise and materials.
* Handling incoming shipments: unpack the boxes to verify the ordered content.
* Maintaining all incoming and outgoing commodities as per the requirement.
* Very good at communicating with the other end.
* Dispatching and supervising items that are required by the customer.
* Primarily assisted the sales team, focusing mostly on managing schedules and the distribution of any sales documentation.

Data Entry Operator (Temporary Job) March 2012 – July 2012

EMPA MIDDLE EAST FZCO Jebel Ali Free Zone, Dubai, UAE

EMPA ME is electronics oriented firm mainly providing Computer solutions with diversified activities spanning over various sectors like Computers, Storage, CPU, Boards, IT Infrastructure.

Task Performed and Completed Effectively:

* Helped Credit and IT Team in Compiling Customers’ hard files to soft files in their newly introduced M-File Portal online, (for authorized employees’ use only). Achieved the responsibility of starting the job from scratch and wrapping it up successfully.

Senior Students’ Coordinator (November 2010 – January 2012)

Vista College of Commerce & Information’s Technology Lahore, Pakistan

VCCIT is a growing Institute in Lahore, consisting of Well-Qualified, From Masters to PhD, Tutors providing the best education available and help more than 5000 students from various geographical locations in Pakistan.

Tasks Performed Effectively:

* Close liaison with students and their family to enhance their satisfaction with value delivery.
* Main Admissions' Officer with full authority to choose a required package for different situations.
* Responsibility of recruiting tutors with negotiable salaries.
* Recovering the amount, those were already coined as bad debts.
* Trained two junior coordinators during my tenure to continue the position after me.
* To provide main office with required information.
* Being known as Excellent in Communicating and Negotiating.

**EXPERTISE AND PROFESSIONAL APTITUDE**

**Computer skills:**

MS Office. (Basic)

Internet operations and online researches.

Well optimized with computer usage.

**Writing skills:**

Experienced Creative Writer.

**Learning skills:**

Fast learner. Adopts environment, information, and new skills at the earliest.

**Communication skills:**

Comprehensible.

**Languages Known:**

* English (fluent in communication, reading & written)
* Urdu (fluent in communication & reading)
* Punjabi (fluent in communication & reading)
* Hindi (fluent in communication)

**Future Aims & Ardent Interests:**

To achieve Degree in Logistics. Diploma in Interior Decoration. Media. Creative Writing. Photography. Workaholic. Helping Others. Reading Books. Long Walks. Fitness.

Continuous improvement is an effective tool to book an important place in challenging and rapidly moving environment in Freight Forwarding / Logistics & Supply Chain Career. Therefore, I am always looking for the best of awareness to improve myself and to attract new opportunities, which is again in the field of Logistics/Shipping that is chosen as a lifelong Career.