****

**Arif**

[**Arif.333025@2freemail.com**](mailto:Arif.333025@2freemail.com)

**OBJECTIVES:**

To be a part of your company where in, I can learn new skills and share my knowledge for our growth and success. To help build good working attitude among co-employees.

**PERSONAL INFORMATION:**

Date of birth : 21 Dec 1987

Place of birth : Indian

Gender : Male

Marital Status : Single

Religion : Islam

Language Dialect: English, Hindi, Marathi, Urdu

**WORK EXPERINCE:**

**COMPANY :** 24H Logistics (Dubai AirPort Free Zone)

**Position :** Sales Executive

**Date :** 5 Months

**DUTIES AND RESPONSIBILITY:**

* Actively seek out new sales opportunities through cold calling, networking and social media
* Set up meetings with potential clients and listen to their wishes and concerns
* Collaborate with team to achieve better results
* Contributes to team effort by accomplishing related results as needed.
* Listening to customer requirements and presenting appropriately to make a sale.
* Maintaining and developing relationships with existing customers in person and via telephone calls and emails;
* Responding to incoming email and phone enquiries;
* Acting as a contact between a company and its existing and potential markets;
* Gathering market and customer information;

**COMPANY :** Indo Saudi Services (Cargo) Pvt Ltd (Saudi Airlines) India

**Position :** Cargo Agent

**Date :** 17 Months

**DUTIES AND RESPONSIBILITY:**

* Acceptance of cargo& Flight planning.
* Supervision of Loading /Unloading /Palletizing for GEN/PER Cargo for Saudi flights operating through Mumbai International Airport.
* Ramp supervision & coordination for Saudi Airlines Cargo freighter flights **B-747-200-400 / B-777.**
* Coordinating with Ground Handling Agents, Traffic and Security staff to ensure smooth dispatch cargo from SV warehouse to under the aircraft prior to arrival of flight.
* Preparing Flight Manifest, NOTOC and other documents related to PRE-Flight / Post-Flight reports.
* Maintaining Arrival/Departure LD3/Pallet/ Ulds Record & weekly uld inventory and

forwarding SCM to Uld department.

* Handling Arrival Import Cargo/Human Remain/Postal mail/Cargo transfer /Manifest/Delivery order etc.
* Follow-up of Arrival/Departure cargo discrepancy with headquarter and transit stations.
* Follow up with Indian customs regarding IGM & EGM errors.
* Notifying & keeping record for missed place baggage and follow up.
* Monitoring and Handling import documentation for cargo & PAX flights.
* Monitoring de-stuffing & segregation of import shipment.
* Follow up of import discrepancies (short land of cargo/ Mawb / Damage report).
* Preparation of Departure P.O. Mail.
* Flight Clearance& Emails Follow up.
* Knowledge of Cargo Spot.
* Making D.O of Arrival Cargo and online D.O Release.
* Maintain Petty Cash & D.O Cash.

**COMPANY :** Air India Limited, (India)

**Position :** Trainee (perishables)

**Date :** 3 Months

**DUTIES AND RESPONSIBILITY:**

* Accepting perishable cargo and calculating its weight.
* Making record of airway bills in perishable register.
* Making TSP in computer & also collect bills from pd account.
* Keeping track of the number of briefings (shipments) received from the various airlines.
* Knowledge of cargo palletization.

**EDUCATIONAL BACKGROUND:**

**T.Y.BCOM (One subject left)**

**COMPUTER SKILLS:**

* Efficient use of Internet (Browsing, Searching, Emailing etc.)
* Microsoft Office Suite (Word, PowerPoint, Excel)
* Tally (ERP-09)
* Hardware Networking.

**Passport Detail**

**ISSUE DATE : 03/01/2011**

**EXPIRY DATE : 02/01/2021.**

I hereby certify that the above information is true and correct to the best of my beliefs.