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DAISY

[DAISY.336889@2freemail.com](mailto:DAISY.336889@2freemail.com)

# **Trustworthy and committed administration and supply chain professional with 10 + years of experience within a range of operations across multiple industry sectors in Dubai, UAE.**

**PROFESSIONAL EXPERIENCE**

**AGGREKO UK LTD since Aug. 2013 – Dec.2016**

**Logistics Co- ordinator :**

Negotiate rates with suppliers such as carriers, warehouse operators and insurance companies and prepare tariffs for customers, ensuring the require profit margins as directed by the company are achieved  
• Responsible for the preparation of quotes for customers, which will involve examining products or materials to estimate quantities or weight and type of container required for storage or transport.  
• Checking export/import documents and sees to it all details are correct before the client will send those to Chamber of Commerce, Ministry of Foreign Affairs and other Government Agencies for stamping &amp; legalization (domestics &amp; international).  
• Apply Certificate of Origin online (Dubai Chamber of Commerce).  
• Online booking of Air &amp; Sea freight shipments. (airline &amp; shipping line)  
• Submits shipping instruction via shipping lines online website for Bill of Lading Draft/airline for AWB draft purpose and confirms the same if there is no correction or amendment to be made.  
• Ensure clients are kept informed through regular tracing &amp; pre-advising of shipments.   
• Make sure all shipments are tracked for timely arrivals &amp; exceptions are escalated on time.  
• Communicate as required with applicable parties to ensure service requirements are achieved.  
• Liaise with accounts for the preparation of invoices ensuring shipping costs are calculated accurately and passed onto customer.   
• Review sales and prepare reports for senior manager comparing actual sales against targets set.  
• Provide exceptional customer service.

* SOS419 Modules - Ownership update
* Moving fleets as the request of SRC for closing SOS
* Responsible to enter into the M3 system
* Movex Fleet Updation
* Performing all other administration works as requesting from Logistics & Fleet Team
* Act as main point of customer contact.
* Manage liaison with suppliers and origin stations.
* Provide shipment information to customers.
* Manage qualilty control by ensuring that all shipped orders are in working condition.sporation information and manage billing information.

**PPG MIDDLE EAST Logistics Coordinator** Jan. 2013 to Jul. 2013

Handling all Air & Sea and Road Shipments.

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| **KANOO FRIEGHT OperationsExecutive** Sep. 2010 to Dec. 2012  Handled the all shipments (Sea, Air, Road) and monitoring all inbound and outbound shipment. |

**AL BWARDY INVESTMENT**

**Letter of CreditSpecialist Jun.** 2004 – March 2010

Responsible for the company’s entire Imports and Exports (right from the issuance of the L/C, till receipt of the shipments and its clearance in case of imports and right from the issuance the sales contract, final execution of the shipments till the final preparation of the export

**High Rais Trading (Al Rais Cargo Group):**

**Logistic In Charge + Letter of Credit Specialist** Dec.1996 to Feb.2004

* Well knowledge of handling all shipment documents Air, Sea & Road.
* Executing Bill of Entry . Checking all documents provided to be correct & present
* Preparing Export Documents for Free Zone required documents (Delivery Advice, Invoice, Packing List & H.S.Code Summary etc) & preparing documents for DG shipment.
* Daily status of the shipments updates inbound and outbound
* Handling all kind of export & import shipments Arranging transport services LCL and FCL within U.A.E.
* Handling all Logistic related to the Imports & Exports of International Trading
* Monitoring all inbound and outbound shipment.
* Preparing the documentation required for the imports & exports
* Documentation for letter of credit presentation (Financial, Commercial, Shipping & Insurance Documents).
* Attending meeting with the shipping agencies and acquiring good deal for the shipments
* Dealing and negotiating with banks.
* Preparing the quotations for enquiries received from clients.
* Liaising with warehouse, shipping and freight agents to make shipments and arranging custom formalities.
* Credit Insurance checking
* Coordinate between the forwarder, the warehouse in our factory and the clients.
* Attending customers and providing them with the best rates possible.
* Dealing with items such as industrial chemicals, food chemicals, refrigeration manufacturing items, copper tubes Marble items etc.
* Providing assistance to the back office operations
* Liaising with local & International clients with regards to the queries on operations and sales.
* Following-up on outstanding payments with clients and ensuring that they meet payment deadlines.
* Customs administration (Customs fees, documents to present)
* Marketing notions (customer needs, distribution networks abroad, mailing)
* Coordinating and corresponding with other functional departments on a regular basis.
* Interacted efficiently and sensitively with clients in order to provide high quality customer care.
* Performed general administrative functions like corresponding through e-mails, faxes , mailing of catalogues and letters to customers and updating data entry.
* Handling documentation (receipt/review) and all other necessary procedures
* Communication with foreign suppliers
* Thus have thorough knowledge of all imports and exports regulations including the shipping and department of ports and customs formalities, both air and sea shipments.
* Am well versed with Letter of Credits (Sight, Usance, Transferable , Revolving &Back to back),Shipping, clearing & forwarding Departments of Ports and Customs formalities(Air, Sea & Road), warehousing and all other activities related to imports.
* Exports: Am also well versed with the entire exports regulations out of the UAE including sea, air and road shipments. Am thorough in export documentation can prepare all the export documentation as per the L/c’s requirements and am used to do the clean negotiation of the export documents with in the specified time limit as per the Letter of Credit.
* Responsible for the company’s entire Imports and Exports (right from the issuance of the L/C,till receipt of the shipments and its clearance in case of imports and right from the issuance the sales contract, final execution of the shipments till the final preparation of the export documents as per the export L/C received from the buyers)
* During my above tenor, since I was handling the operations independently, I got an opportunity to deal with the following reputed organizations/departments/authorities
* Dubai Ports & Customs Authorities.
* Leading Foreign & Local Banks, Consulates.
* Leading Shipping Lines and freight forwarding companies.
* Dubai Chamber of Commerce, Inspection Companies, Transport and Courier Companies.
* Well versed with Dubai Trade .

**ACADEMIC QUALIFICATIONS**

**BACHELORS OF ARTS IN ECONOMICS May 1985**

Kerala University, India.

**TRAININGS**

* Connecting With Customers (CWC) – Aggreko Training Centre
* Communication for Personal Success - Aggreko Training Centre
* Advanced MS Word and Excel Courses – Execu Train
* Aggreko Product Knowledge - Aggreko Training Centre