**SHAIK**

**E-Mail:** shaik.338910@2freemail.com

**Current Location:** Dubai, U.A.E

**Profile Outline-**A high performed **Logistics Professional** with around 09 years of enriched experience in Logistics, Administration, Billing & Documentation; that includes last 03 years in Kingdom of Saudi Arabia and initial 2 years 8 months in India. **Previous worked as Logistics Supervisor at Team Visual Solutions LLC in United Arab Emirates.**

**Key Skills:** Logistics Operations, Inventory Management, Documentation and Billing Administration

**Key Functional Competencies**

* Practiced exposure in Logistics Operations, Inventory Management and Billing/Invoicing. Good experience in Invoice preparation and billing administration.
* Good knowledge of administrative tasks, taking care of on time delivery of material to customers, processing of all bills of pertaining to Admin. Reviewing payment terms and agreements.
* Capable to monitor entire billing department of the organization; Invoices reconciliation with the invoice acknowledgement on daily basis, checking daily transactions of the bank, maintaining Cash Book, Making Payment (through E-Banking & Cheque).
* Managing Outstanding List of all customers on week end and follow-up, checking Sale/purchase Invoices, Challan, and Vouchers and solving all Commercial queries of the customers.
* Possess excellent communication with exceptional interpersonal, problem solving, leadership and teambuilding Skills. Hands-on experience & skills in working in Arabian Continent.

**Work Experience**

**Team Visual Solutions L.L.C, Dubai Investment Park 2-Dubai**

Role: Logistics Supervisor | Duration: January 2014 to November 2016

“Team Visual Solutions a dynamic, multi-capacity, world class manufacturer of bespoke visual merchandising based in Dubai.”

**Job Role & Highlights: -**

* Managed entire logistics operation for all major clients of the company with total control of transportation vertical for all line businesses.
* Planning for delivery, re-negotiate, coordinate with transporter to arrange truck & driver details update through control sheet, creating delivery note for all dispatch material.
* Preparing commercial Invoice, Packing list, Certificate of Origin, Certificate of Conformity, Airway Bill, Gate Pass & Goods Entry pass to arrange the export/import shipments & local delivery.
* Plan, track & trace the shipment of final products according to customer requirements.
* Managing inventory of various materials to logical levels. Monitoring and tracking the flow of goods into to warehouse.
* Authenticating bills of suppliers/service provider to ensure timely remittances as per agreed terms.
* Identifies discrepancies, damaged materials and shortages & arranged timely loading of claims with suppliers & insurance companies as applicable.
* Generating the material/consumption/procurement (stock) report for the management for the month end & the Yearend activities.
* Managing timekeeping for the labors & Office staffs.

**Amiantit Fiberglass Industries Ltd, Dammam-Saudi Arabia**

Role: Logistics Coordinator | Duration- March 2011 to December 2013

*“Amiantit Company (Amiantit) was established in1968 in Dammam to manufacture pipes for the local market. Since then, Amiantit has grown & developed into a major diversified industrial group with operations spanning the globe.”*

**Job Role & Highlights: -**

* Managed for local delivery and coordinate with transporter to arrange the trucks.
* Track and trace the shipments till final destination.
* Identified discrepancies, damaged materials and shortages and arranged timely loading.
* Prepare accurate reports for upper management.

**Startup Work Experience**

Global Enterprises, Bangalore-India

Role-Administration Executive (Documentation) | Duration- July 2008 to February 2011

**Educational Details**

Diploma Electronics & Communication from M N Technical Institute, Bangalore – India; completed in May 2008 (First Class)

Standard X, SSLC; from Zoy High School, Bangalore-India, completed in March 2004

**Technical Skills**

SAP, MS Office, Hardware & Networking

**Language Skills**

English, Arabic, Urdu, Hindi & Kannada.

**Passport Details**

|Date of Issue: 04/10/2007 | Date of Expiry: 03/10/2017 | Place of Issue: Bangalore, India

**Personal Details**

Mother’s Name Ruksana Begum

Date of Birth October 22, 1987

Nationality Indian

Marital Status Single

Driving License UAE Driving License