

**ROSSINI**

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**Professional Objective**

Through my employment experience I have demonstrated my professionalism, reliability and initiative. Given an opportunity to work for your organization, I will strive to be worthy of the confidence appointed in me where my skills, knowledge and work experience which I gained & grow within the organization can be utilized & recognize.

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**Professional Qualification**

* 11 years’ experience in Contract Logistics- knowledge in handling key accounts, logistic & warehouse operation, shipment distribution, customer service, knowledgeable of custom free zone procedures & formalities, responsible in freight import & export in the accounts that handles and advice shipping quotation.
* 3 years’ experience in Retail- warehouse & distribution that commence in shipment receiving, storing, shipment segregation, inventory, issuing & shipping materials, supplies in stock room.
* Responsible&independently handing company key accounts includes supervise, train staff and operational support in absence of team.
* Currently working in DB Schenker as Senior Operation Supervisor.

**Personal Profile:**

* Ability to work in stress situation, hardworking, organized and multitasking.
* Creates a work process & KPI on the account I’m handling.
* Obligation to work with own initiative without supervision, forecasting & planning skills.
* Excellent verbal & written communication.
* Ability to communicate with all levels of the organization
* Focal point of Contact on the Key Accounts handles

**Achievement:**

* Responsible for maintaining 10 yrs the corporate key Accts I’m handling within highly competitive markets by offering efficient service level.
* Part of the operation in Implementation of newly open Schenker branch warehouse in DWC.
* Assignednewly CL account into aircraft parts & responsible in other CL premier accounts of company.
* Received 10 years’ service award in the company.

**Work Experience**

**Schenker LLC**

**Company Profile:** (Schenker is one of the leading international integrated logistics service providers offering support to industry and trade in worldwide Air & Sea freight, lands transport operation and contract logistics services.**(ISO- QMS 9001:2008 / EMS 14001:2004 / OHSAS 18001:2007)**

**Senior Operations Supervisor- 29th Jan 2005 up to Present**

**Department: Contract Logistics**

* Responsible& Independently handling overall logistic operation on the Key account I’m handling related to import & export of shipments,order consolidation, shipment distribution, documentation,custom clearance and liaise of 3PL operation.
* Carries out various operational/ document function of DNATA, free zone custom’s dept, Port authorities, Chamberwith knowledgeable of custom free zone procedures&formalities.
* Apply online of COO request, applies legalization from Ministries & consulates, apply for SASO inspection and other certificate of conformity requires at the destination.
* Responsible for all operations matters related to Freight imports and exports from/to Europe and Far East from/into Dubai/UAE then GCC and Middle East.
* Single point of contact on the Accounts handles.
* Process and arrange freight via air & sea, negotiate of rates, freight booking, submit BL/ AWB instruction, advice quotation and prepares the shipping documents with LC requirements if needed.
* Liaise with DB Schenker out stations for coordination of freight movements, shipping schedules and verifies& confirm the shipping documents.
* Receiving daily orders released from clients &liaisewith our 3PLto expedite the release, consolidation and shipments movement control of all the ordersand other accounts which stored in our own warehouse.
* Prepares & advice quotation/rates to the customer as and when required based on the mode shpt. either by Air, Sea, courier or local import delivery and respond as preferred by the customer requirements.
* Process & managing of warehouse operation of CL accounts such as receiving, pick & pack orders, VAS, inventory checks, cycle counts, monthly stock reportand processing orders in our SAP & AeroWMS system.
* Responsible inaircraft parts accounts for Safran Group& Air France Industries related to warehouse operation such as receiving, inspection of parts, put away, picking& packing, documentation, KPI & system updation and shipping.
* Open & maintain properCL job files for all jobs executed such as cost booking,billing invoicing, credit notes, events updation and ensure all job files are all invoiced in month end and all files are closedin the system.
* Prepares and maintain KPI’s record of shipment in/outboundin all the account handles.
* Monitoring incoming shipments, expedited collection of delivery orders, regulate & expedite clearance of shipments & warehouse delivery as per agreed time line with the clients.
* Plans & executes in/outbound shipments incoordination to freight dept., customer service and warehouse related to shipment movement control and maintain the inventory or stocks accuracy.
* Reporting directly to Logistic Operation manager.
* Key customer account managed & handled are- Oki Europe Ltd., Bein Sports, Shepherd Colour,Safran Group (Nacelles&Landing System), Air France Industriesand operational support in absence of colleague/ team.
* Maintain good channels and effective communication between client, operations team, 3PL, warehouse, Schenker out station and other departments for both sides benefit.
* Ensuring Key accounts customer are getting adequate service level and their queries, suggestion and complaints (if any) with effective communication are addressed on a timely manner and maintain the good relationship &maximum support for customer satisfaction.

**Al-Sawani Middle East Enterprises- Dubai UAE**

**Company Profile:** (Wholesale/ Retails of Apparel & Accessories for Guess, Esprit, Replay, Xoxo & U2)

Worked in Al-Sawani Middle East Enterprises in UAE as distribution supervisor for three years with experience in handling shipments, warehousing & distribution. Responsible for all warehouse operational activities to distribution centre relating to shipments movement control as the main duties. Lead the Distribution Centre of Al Sawani Middle East Enterprises- Dubai, UAE from 2001-2004.

**Warehouse& Distribution Supervisor – June 2001 up to 15thJune 2004**

* Directs warehousing activities for organization by performing personally or through subordinate supervisors. Compiles and maintains records or qty, type & value of material, merchandise or supplies stocked in establishment. Supervises and coordinates activities of workers concerned with ordering, receiving, storing, shipment segregation, inventory, issuing & shipping materials, supplies in stock room, warehouse or yard by performing the duties assigned by the company.
* Establishes operational procedures for Distribution Centre activities such as verification of incoming & outgoing shipments, handling and disposition of merchandise/ supplies stocked and keeping warehouse inventory current.
* Coordinate with the internal dept. regarding the shipments ordered delivery schedule, custom documents requirement and receiving the shipments information at origin and inform the forwarder.
* Verifies clerical computation against physical count of stocks & adjust errors in computation or count, or investigates & reports reason for discrepancies.
* Coordinate to all suppliers with regards to availability of shipment at origin and advice the shipping instructions to the forwarder with the required proper shipping documents at the destination.
* Generate the shipment report system of Distribution Centre such as inbound report, daily log, shipment arrive in Jebel Ali, monthly shipment report and shipment pending in port and update the internal department.
* Supervising the item received, store, shipped, shipments handling, physical segregation and providing the segregation report to accounting & brand coordinator for any discrepancies received in the warehouse and update all the customers with regards to their shipment availability after the segregation

& acquire the delivery instruction from the consignee.

* Observe the channel of communication for distribution centre and coordinate with the forwarder to monitor &execute of inbound & outbound shipments.
* Determine work procedure, prepares work schedule and expedites workflow.
* Confers with department heads to ensure coordination of warehouse activities, determines work procedures, prepare work schedules and expedites workflow to maintain and improve efficiency of the warehouse and subordinates.

**Lucent Technologies International Inc. - Riyadh Saudi Arabia**

**Company Profile: (Telecommunication Company)**

**Office Administrative Assistant– Nov 1997 up to 27thMarch 2000**

* Prepare letters and correspondence for the WLL maintenance & network performance manager and staff to the customer and various internal Lucent letters and memorandums.
* Prepare and processing STC (Saudi Telecom Company) and subcontractor letters, faxes technical correspondence for submission and documents for translation into Arabic.
* Track and maintain personnel records on all personnel changes and ensure that all management signatures are obtained, this includes that promotion and title changes are made and are a part of the permanent personnel records.
* Maintain a personnel record as well as personnel time sheets, attendance records, vacation records on all employees, this includes their expenses voucher.
* Prepare and arrange a housing request for the entire new arrival employee, arrange equipment such as computer, laptop, printer, fax machine, mobile, and transportation.
* Requires scheduling employees for all items specified in the Human Resources government relations guidelines.
* Make travel arrangements, domestic / international and arrange for the hotel to accommodate staff member during business trips.
* Maintain and manage for the organization of stationary supplies to meet budgetary restraints.
* Prepare organizational charts and keep the organization update to reflect the latest changes.
* Prepare and maintaining organization resources list inventory such as vehicle inventory, employee equipment such as mobile, computer, laptop and vacation list head count of employee into the dept.
* Performing various administrative duties associated with managing an organization of 150 employees working on the Saudi Arabia Air loop Network.

**Education:**

**Metro Data Computer College- Philippines**

B.S. Computer Science- 20thMarch 1997

**Key Skills**

* Proficient in the use of MS-Office (Word, Excel, PowerPoint), Internet & Email.
* Knowledge in using SAP GWS, AeroWMS, Free zone gate pass
* Hardworking & ability to prioritize workload.
* Communication skills (advance), customer orientation (advance), Typing skills (excellent)
* Ability to set own agenda and work under own initiative
* Aggressive and eager to learn always.
* Team work player.

**Trainings Attended:**

* Online Chamber of Commerce in processing COO’s.
* Online Gate pass for Jebel Ali and DWC free zone
* PROCARS (Professional Carriage System)- cost booking & Invoicing.
* Schenker SAP – Global Warehouse System
* AeroWMS
* Aircelle SAP
* Dubai Trade Mirsal 2
* GP (Great Plains)
* Warehouse 5’s

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| Civil Status: | Married |
| Children: | Two(2) children’s |
| Religion: | Christian |
| Languages: | English (Oral & Written), Tagalog (Mother Tongue) |
| Nationality: | Filipino |
| Driving License: | Holder of UAE Driving License |
| Visa Status: | Dubai Logistic City (DWC)-Employment Visa |
| Working in UAE: | 15 Years |

**Professional References:**

Available upon request.