**AGHIL**

**QUALIFICATION**

**Master of Business Administration**

***(Logistics & shipping)***

**Valid Manual UAE Driving license**

**Personal skills**

Efficient

Ambitious

Consistent

Responsible

Energetic

Confident

**AGHIL.352058@2freemail.com**

**PERSONAL SUMMARY**



To be an active employee who contributes to the Mission, Vision, and Values of the company, and to interact, on a professional level with other employees. To give excellent performance, and to translate my experience, knowledge, skills and abilities into value for the organization.

**WORK EXPERIENCE**



**Company : Advanced Baking Concept LLC (Pro bake), Dubai**

**Duration : April 2014– Till Date**

**Logistics Officer – Apr 2014-till date.**

* Reporting to Asst. Logistics Manager and Managing /monitoring a team of 40 members.
* Preparation of documents required for export like certificate of origin, health certificate, commercial invoice etc.
* Coordinates with superiors for movement of frozen foods all over UAE.
* Responsible for evaluating the costs of transportation, services and inventory within the budget or distribution strategy
* Ensure whether all orders are invoiced as per the requirement before the cutoff time.
* Review the Fresh and Frozen picking list for the next day delivery.
* Coordinate with warehouse and other respective departments in order to fulfill the customer order.
* Prepare the routing for next day delivery and circulate to all concerned.
* Assigning task and responsibility to drivers and helpers for the next day delivery.

**AREAS OF**

**EXPERTISE**

Excellent in organization &coordination abilities

Well trained and experienced expert

Strong communication-interpersonal skills

Motivation and relation building capabilities

High sense of commitment

Team Player

**PERSONAL INFORMATION**

Nationality: India

DOB: 16/03/2016

Visa: Employment

Passport No:

J6150366

* Assigns fuel allowance for each route on the basis of fuel benchmark
* Coordinates with dispatching officer to ensure all the invoices are loaded and ready for delivery.
* Grievance handling of both staffs and customers.
* Prepare the important notes for next day delivery and forward to the Logistics executive accordingly.
* Follow up and ensure whether the drivers are maintaining the delivery logs and collecting the invoice copies on time.
* Coordinates with sales team and drivers for any issues related to customer services and deliveries.
* Reviews the delivery logs received from drivers and ensure that the vehicles are in good condition. Takes corrective actions if there is any maintenance required for vehicles.
* Updates the logistics staffs attendance sheets on daily basis and ensures everyone getting proper weekly offs and forward the same to HR department at the month end.
* Maintains the vehicle maintenance sheet on daily basis and take necessary actions to keep vehicles in good conditions.
* Maintains the food permit sheet of vehicles for various locations (Dubai, Sharjah, UAQ, RAK, and Abu Dhabi) and take necessary actions to renew at the right time in order to avoid fines or other problems related to deliveries.
* Maintains the fuel consumption report for each route for the month and submit along with fuel bills to the accounts department for processing the payment.
* Maintains the daily shortage report for products and circulate to all the concerned departments and inform the respective customers and sales team about the present day shortages.
* Ensure that all the shortages for the day are scheduled for the next day delivery in order to complete the customer LPO.

**P K Mohammed Pvt Ltd, Cochin, Kerala, India(June 2013 – March 2014)**

**Operations Executive**

**P k MahammedPvt ltd is a leading freight forwarding company incochin, kerala, india**

Key Responsibilities & Achievements

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* Resource Planning
* Transportation (vehicle arrangements and Documents Preparation)
* Customer service related issue
* Plays a key role in fulfilling the requirements of the customers.
* Assign fuel allowance and preparation of fuel bench marks.
* Coordinates with sales team for solving the issues related with customer queries and deliveries.
* Office administration

**Sharaf Logistics LLC , Abu dhabi UAE**

**Trainee**

Key Responsibilities & Achievements

* Sales training
* Training in operations department.
* Training in customer service deapartment

**P K Mohammed Pvt Ltd, Cochin, Kerala, India(March 2011 –February2013)**

**Operations Executive**

**P k MahammedPvt ltd is a leading freight forwarding company in cochin, kerala, india**

Key Responsibilities & Achievements

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* Resource Planning
* Transportation (vehicle arrangements and Documents Preparation)
* Customer service related issue
* Plays a key role in fulfilling the requirements of the customers.
* Assign fuel allowance and preparation of fuel bench marks.
* Coordinates with sales team for solving the issues related with customer queries and deliveries.
* Office administration
* Documentation relating to all exports and import shipments

**ATS Willingdon Hotel, Cochin, Kerala, India (May 2008 – February 2011)**

**Accounts Executive**

* Night auditing
* Purchasing
* Excise clearance of beverages.
* Sales tax filing
* Office administration
* Daily cash handling
* Dealing with all government authorities relating to Hotels

**STRENGTHS**

* Knowledge about E Mirsal.
* Synchronize well with team members with good team spirit.
* Strong ability to analyze problems and face challenges.
* Enthusiastic, Energetic, Productive, Proactive and highly motivated.
* Able to lead work independently.
* Outstanding communication skill both oral and written –ability to convince people while
* Multi task effectively –Prioritize independently and meet tight deadlines.
* Proficiency in MS Excel
* Recording –filing –reporting competencies

**Linguistic Abilities**



|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Speak**  | **Write** | **Read**  |
| **English**  | Excellent  | Excellent  | Excellent  |
| **Hindi** | Excellent | Excellent  | Excellent  |
| **Malayalam** | Excellent  | Excellent  | Excellent  |
| **Tamil** | excellent |  |  |

**Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.