**VAJEERABBAS**

**Vajeerabbas.359494@2freemail.com**

**Career Objective**

* To secure a position in a company as a Dispatcher and be able to utilize my management skills and the ability to get the work done which would ultimately help to gain customer satisfaction.

**Profile Summary**

* 6 + Years’ experienced Dispatcher with extensive exposure in warehouse operation, and relevant expertise in supply chain and inventory management.

**Professional Experience**

* Worked as **Dispatcher** in **Gulf Stevedoring Contracting Company, Jeddah Islamic Port** **at Saudi Arabia.**
* From Aug 2009 to Aug 2015.

**Roles and Responsibilities**

* Developed warehouse operations systems by determining product handling and storage requirement; developed, implemented, enforced, and evaluated policies and procedures; developed process for receiving product, equipment utilization, inventory management and shipping.
* Practical Experience in Navis Oracle Software (**Sparcs, N4 & Express**) & APS System.
* Physically inspection empty & Fullbox Units
* Identifying inbound units EIR & CIR and outbound shipments and verifying then against consignment records.
* Worked in optical character recognitions (OCR) Container scanning system.
* Dispatch goods to be transported in designated tuck.
* Communicate with driver to give dispatch instructions.
* Communicate with customers/customer service departments regarding scheduling appointments and problems that arise with pick up or delivery of loads; works to ensure customer is satisfied.
* Monitor equipment to move it as quickly as possible to reduce per diem costs for empty equipment.
* Coordinate with other terminals to meet customer needs and ensure all pick ups are made.
* Improved warehouse operations by analyzing process work flow, space requirements, equipment layout and maintained physical condition of warehouse by planning and implementing new design layouts.
* Oversaw the planned maintenance of vehicles, machinery and equipment, issued work orders for repairs.
* Responsible for making timely and accurate shipments to customers. Ensured all shipments were double checked for accuracy and informed CSR if shipment wasn't picked up.
* Responsible for supervising all warehouse labor and truck drivers. Drove company truck when necessary for production.
* Responsible for procuring temporary help for unloading container trucks.
* Scheduled deliveries of raw material and container loads.
* Maintained hard and soft copies of different organizational documents, records and reports.
* Handling discrepancies between physically and documents for examples OOG difference, Dangerous goods class difference, Reefer temperature difference and damaged containers, Tank containers.
* Telephonic and E-Mail Communication with Shipping Agents & Customers.
* To inform to agent on time regarding Reefer Section ITT movement & LCL movement DG containers and long staying containers.
* Compiled information, prepared reports and submitted them to concerned authorities within prescribed time.
* Perform related tasks as required.

**Educational Credentials**

* **HIGHER SECONDARY CERTIFICATE [HSC]**
* **DEGREE Certified Bachelor of Business Administration (BBA)**

**Computer Proficiency**

Operating System : WINDOWS 2003, WINDOWS 7& WINDOWS xp

Office Suite : MS Office, NAVIS SPARC N4 & APS SYSTEM

Accounting Software : TALLY 9.0

**Passport Detail**

Date of Expiry : 18-08-2018

Place of Issue : Tiruchirappalli, INDIA

Visa status : Visit Visa

Visa expire on : 29-04-2017

**Personal Profile**

Date of Birth : 23rd Feb 1988

Gender : Male

Marital Status : Married

Nationality : Indian

Languages known : Arabic, English, Hindi, Malayalam & Tamil

**Declaration**

 I do hereby declare that the above furnished information is true, Correct and complete to the best of my knowledge and belief.