

**USMAN**

**Demographic Memoranda**

Age & Date of Birth : 29th June 1990

Sex : Male

Marital Status : Single

Religion : Muslim

Nationality : Pakistani

Email : usman.361523@2freemail.com

Interests & Activities : Social Work, Writing, Reading and Watching Movies

**Business Skill**

* Air Freight (import & Export)
* Sea Freight (Import & Export)
* Land Freight
* Calogi
* E-Mirsal II,
* Dubaitrade.ae,
* Dubai Chamber,
* Sharjah Chamber,
* RAK chamber,
* Dubai Municipality,
* MS Office - Word & Excel to meet the day to day in and out communicational requirements

**Work Experience**

**Assistant Logistics Manager (09/05/2016 to Present)**

**ZOZICK CARGO LLC –** Jebel Ali Free Zone, Dubai, UAE.

* Connecting between the Top Management and the Employees.
	+ Follow up the implementation of the company policy and rules.
	+ Operating freight forwarding process Air, Sea and Land for import and export.
	+ Evaluating the team members, Suppliers and Clients.
	+ Developing the improvement plans.
	+ Managing the integration between all company’s departments and services to give the client full package of high quality service.
	+ Supervising the Filing system, Pricing system, Logistics team and coordinators.
	+ Managing the warehouse and inventory inbound and outbound.
	+ Improve the current business and get the optimum profitability from it.
	+ Getting new clients and business.
	+ Planning for Sales and Marketing Dept.
	+ Negotiation with the service providers, partners and clients on logistics contracts.
	+ Train the new employees.
	+ Attendance of Exhibitions, Fairs and Conferences.
	+ Full and Direct Reporting to the Top Management.

**Logistics Supervisor (22/02/2012 to 17/03/2016)**

**SAMS LOGISTICS L.L.C –** Dubai Cargo Village, Dubai, UAE.

* Listening to customer requirements and presenting appropriately to make a sale.
* Maintaining and developing relationships with existing customers in person and via telephone calls and emails.

* Coordinate with clients regarding freight clearance instruction, type of Bill Of Entry and prepare documentation for customs clearance.
* Receive pre-alerts/routing orders/bookings from customers and sales.
* Monitor ATA/ETA with airlines/shipping line/forwarders/DNATA and ensure freight has arrived as per schedule.
* Coordinate with the origin station / Customer support for any discrepancy on shipping documents.
* Ensure import arrival notices are dispatched to clients well in advance.
* Coordinate with transporter to ensure that the cargo is delivered.
* Follow up on customer communications in a timely and professional manner.
* Prepare and follow up on all documents and Inform customer of shipment status.
* Coordinate with clearance team for collection of delivery order from Airlines/Dnata
* Ensure  [complete](http://www.gulftalent.com/home/Operations-Executive-Air-Freight-jobs-in-Dubai-UAE-85190.html) documents (as per requirements) are handed over to customs clearance.
* Coordinate with Transport Department/Vendors for delivery of shipments/proof of delivery
* Resolve issues regarding cargo shortage/ damage/ claims.
* Check import/export documentation to determine cargo contents, and classify goods into different fee or tariff groups, using a tariff coding system.
* Orders from customers and arranges for pickup of freight and delivery to loading platform
* MAWB, HAWB Execution and Issuing Delivery Order.
* Handling LC shipments,
* AWB/MBL Preparation according to LC terms
* Dubai Customs Clearance.
* E-Mirsal II,
* Calogi Operations.
* E-Mirsal I, gate pass, DPA,
* Exit/Entry Certificate Submission
* Online Inspection approval
* Applying Chamber of Commerce certification from Dubai Chamber, Sharjah Chamber and RAK Chamber
* Responsible for taking incoming client specimen pick-up request calls in a professional and responsible manner.
* Prepare shipment documents.
* Responsible for making outgoing logistics/ pick-up calls to various couriers.
* Track and document logistics calls to ensure customer satisfaction.
* Responsible for specimen pick-ups and communication within and outside the department.
* Coordination with other operational departments.
* Prepare and update monthly logistics, schedule to assure deliveries to production locations Coordinate product delivery schedules with customers.
* Codes, and prepares proper paperwork for billing and authorization of a variety of invoices per defined processes.
* Coordinates imports and exports.

**Academic Qualification:**

**MBA**

University of Sargodha, Starts in 2011

**Bachelor of Science**

[Bahauddin Zakariya University, Multan, Pakistan](https://www.google.ae/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0CBwQFjAA&url=http%3A%2F%2Fwww.bzu.edu.pk%2F&ei=UExwVN7zA8zfPa_4gKgE&usg=AFQjCNEBchPctBn5ABenoDio5mxhNBC3Kg&sig2=MYGKRUPnuLjdhq6X8dX2rw) : 2010

**F.sc**

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, MULTAN: 2007

**S.S.L.C**

BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, MULTAN: 2005

**Language Known**

****English, Urdu, Punjabi, Arabic (Basic)

**Training Completion**

* **Calogi Product Training –** Dnata : Dubai – U.A.E
* **Dubai Customs Training** **–** Downtown Jebel Ali – U.A.E

**Visa Status**

* **EMPLOYMENT**

**Reference:**

Will be furnished on demand