**To,**

**The Human Resource**

Subject : Application for the post for “Logistics Manager”

Employment Visa Valid Until : 30-July2017

Notice Period : Ready to Join Immediately

Dear Sir,

Should you be in the market looking out for an experienced and skilled Logistics Manager, the enclosed resume should be of interest to you.

My background includes a degree in Commerce from Bombay University coupled with a total of 18 years of experience in Logistics. You will notice in my resume that I have worked with various industries like Trading, Distribution and Oil Field etc and I have actively rendered a number of tasks.

I completed my 10th year as a Lead Logistics Specialist at GE Oil & Gas- Dubai and I am now enthusiastic about pursuing a career in Airline Industry, Shipping & 3PL company or managing project logistics etc to take new challenges and handle overall operations for various clients and I am confident that my qualifications and experience will contribute to achieving our common goals.

I would welcome the opportunity to discuss these and other qualifications with you.

I look forward to hearing from you soon.

Sincerely,

Saleem

Dubai – U.A.E

**SALEEM**

[**Saleem.366210@2freemail.com**](mailto:Saleem.366210@2freemail.com)



**CAREER OBJECTIVE**

A qualified Lead Logistics Specialist with 18 years of experience in Logistics / Supply Chain in various industries like Trading, Electronics, & Oil & Gas is seeking a key post in the Logistics & Supply chain management to apply all the aforesaid expertise in contributing to the growth of the company.

**KEY EXPERIENCES**

* Logistics Specialist
* HSE
* Customer Service & Coordination
* Inventory Management
* Proficient in Computer skills – SAP, Oracle v8, MS Office

**ACADEMIC QUALIFICATION**

Bachelor Of Commerce University Of Bombay – Mumbai , India

**PROFESSIONAL QUALIFICTAION**

Diploma in Software National Institute Of Technology ( NIIT - Mumbai)

**OTHER QUALIFICTAION**

Passed the Pre ICWAI Group ( A-1 ) Oral Coaching Scheme

Passed the Government Commercial Typing Examination 30 WPM - Mumbai

**PROFESSIONAL EXPERIENCE**

**Lead Logistics Specialist**

***GENERAL ELECTRIC – GE OIL & GAS LTD -* Jebel Ali Free Zone(March 2007 to date) – 10 Years**

Handle all JAFZA customs documentation for import and export.

Preparing Pick List, Invoice, Certificate of Origin, Exit Certificate, NonDG Declaration etc drafting Bill Of Lading as per L/C T&C’s.

Interacting with BV /SASO/COC Inspection and getting shipment certified Processing Import License for Iraq

Ensure proper clearance of goods using appropriate IOR / IC, proper HSCode and COO Knowledge of all systems and procedures, maintain customs stock records, monitor daily dispatches as per the indents received, tracking all inventory movements and generating reports. Reconciliation of customs inventory

Application of Trade License, Chamber Membership

Handing Scrap and proper disposable thru proper customs declaration and using the authorized disposable vendors as per Dubai Municipality

Generate inventory movement report for insurance declaration, ensure Flash on Insurance coverage for all locations, report on all sales returns and rejections and their accounting, Ensure correct and proper warehousing, verify all outward freight claims, demurrage charges. Prepare a monthly age wise inventory report.

Schedule and execute container bookings in line with the Purchase Orders received from customers

Coordinating with Freight Agents, Booking Container Space, Maintaining Tariff rates, Tracking shipments.

Ensure that the appropriate document files are maintained on every import or export consignment for the purpose of customs audits, supplier claims and company QA audits

Knowledge of handling and shipping heavy equipment’s and DG shipments Well versed with HSE/QA standards in handling and transport of goods

***Achievements & Projects***

1. ***RDC / Logistics Hub*** *: Played a active role in building Redistribution Center or Logistics**Hub at 3PL consolidating all the business under one roof*

*+ Transit Time Improved by 30%*

*+ Freight & Cle3arance Cost Reduced by 20% + Storage & Handling cost redcued by 20%*

*Other improvements : HSC Classification, cent per cent reconcilation, timely delivery etc*

1. ***Assisted in Bidding /Tender*** *: By providding most efficient freight cost and solution \*Won**contract for a majort 4 years project in Iraq etc*
2. ***Headed the HSE Department :*** *Organizing regular meetings with different departments and**contributed in reducing accidents in the region*

**Logistics Coordinator – Supply Chain Solution Department**

**M/s. PANASONIC MIDDLE EAST FZE - Jebel Ali Free Zone**

**(May 2003 to March 2007) – 3.8 Years Platform : SAP & Oracle 8 / Developer 2000**

Responsible for Financial, Distribution and Warehouse activities

Liaising with Panasonic Factories and their Logistics throughout the globe for smooth execution of Sales Orders

Interacting with various Customers and their Warehouses for timely and easy delivery of cargo Coordinating with Sales, Factories, Operations and Customers for proper execution of L/C

shipments

Interacting with Banks, BV /SASO/ KUSO Inspection, Forwarders, Chamber of Commerce, Port & Customs Authorities and preparing documents and executing shipments as per L/C clause and JAFZA rules

Handling customer complaints, Understanding their needs and providing solutions Well Versed with JAFZA Customs Documentations and Clearance

Hands on experience in MS Office, Oracle platform and SAP

Maintaining KPI to support Customers and assist Sales team in Sales Planning & Performance

***Achievements & Projects***

* *CAD Collections improved by 30%*
* *Clearance time improved by 10%*
* *Supported in sales planning and target achievement \* Received KPI award*

***Purchase cum Logistics Executive***

**M/s. CAPRIWOOD COMPUTER LLC – Dubai**

**(May 2000 to November 2002) – 2.5 Years Platform : Peach Tree & MS Office**

Liaison with Manufacturers and Suppliers

Procurement, Marketing and Sales of Computers, Office Automation etc

Maintaining product details, product part numbers and theirs respective costs from different suppliers in local and export market namely Germany, UK, Malaysia, Singapore, Taiwan, Hongkong etc.

Estimating & Controlling Costs – Prime Cost, Process Cost and Dispatch Cost which includes cost of materials, Freight, Insurance etc

Appraise and Evaluate the deal and provide cost effective techniques to maintain profit standards

Understanding the Client’s needs with regard to Packing, Mode of shipment, Port of Discharge, Insurance, Consignee and provide cost effective and efficient solutions for Import

Sole Logistics in charge – Coordinating with Freight Agents, Booking Container Space, Maintaining Tariff rates, Tracking shipments, Arranging Inspection of goods and Maintaining details on Excel sheet

Raising Purchase Order, Proforma Invoice, Drafting L/C, Exit Certificate, Bill Of Lading, Letter of Indemnity, Bank Guarantee Certificate, Bank Trust Receipts, Country of Origin Certificate etc and coordinating with the Accounts Department

***Achievements & Projects***

*+ Contributed in Introducing or Launching TELIVIEW in Dubai Market by working on Freight Cost, Advertisment cos, Landed Cost etc*

*+ Obsolete Stock Disposal : Contributed in sales of obsolete stock by assisting the management in promotion*

***Order Processor***

**M/s. PERFECT FABRICATORS Ship Repair Contractors - Mumbai (May 1999 to March 2000) – 1 Year**

Business Coordinator

Understanding the clients needs, Working out the costs for a contract, Preparing quotations accordingly, Monitoring the tariff rates regularly and negotiating accordingly with the client and the main contractor.

Responsible for verifying and ensuring the completion of standard requirement of Order Processing, Order Value, Payment terms, Credit periods, Necessary documents etc.

***Sales Representative***

**M/s. SOFTEX Pvt. Ltd. – Mumbai (Oct 1997 to March 1999) – 1.5Years**

Sales – Assembled PCs and Software Accounting Packages

Preparing Quotations, Costing and correspondence

Assisting accounts computerized environment using Tally 4.5

**LANGUAGES**

English

**HOBBIES**

Basketball, Swimming

**AWARDS RECEIVED**

Outstanding Student at NIIT – Mumbai

For Participating in PANASONIC BASIC BUSINESS PHILOSOPHY FOR COORDINATORS PANASONIC KPI Award – 2005

Promoted to Lead Logistics - 2016