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| ASHIQ  LOGISTICS CURRICULUM VITAE    **Email Id:** [ashiq.370586@2freemail.com](mailto:ashiq.370586@2freemail.com)  **Contact :**  C/o 0503718643  **Personal Data**   |  |  |  | | --- | --- | --- | | Date of Birth | : | August, 24th1992 | | Nationality | : | Indian | | Marital Status | : | Single | | Linguistic Skill | : | English, Tamil & Hindi | | Current Resident | : | Al Murar, Deira, UAE. | | Place of Issue | : | Thanjavur | | Visa Status | : | Visit | | Visa Expiry | : | May, 22nd 2018 |     \  AREA OF EXPERTIES   * Cargo transport & Handling * Goods tracking * Vehicle Coordinator * Inventory maintaining in warehouse * Distribution department * Office Management * Airport operation * Administration * Supervision * Customer Service | Objective  Seeking to obtain a responsible position in logistics management where my skills, knowledge and experience will be contributed towards the improvement of the company. My innovative ideas and active personality should assist me a lot in adding to the company's growth  Academic Record   * **VELS University** **2012 – 2014**  1st Class   MBA (Logistics & Supply chain Management)   * **PRIST University 2009 – 2012**  1st Class   B.Com (Commerce)  **Total Work experience – 3 Years**  UAE Experience Summary   * **Organization**: **BLACK TULIP FLOWERS.L.L.C** * **Role** : Transport In Charge (Logistics   Coordinator)   * **Place** : Sharjah, UAE. * **Duration** : 2015 – 2017   Job Description:   * + Directing and controlling logistic planning.   + Good relationship with suppliers and customers.   + Identifying and analyzing logistic problems.   + Implementing and developing new solutions on logistics issues.   + Planning customer logistic operations.   + Planning Routes for delivery (Arranging vehicle for next day delivery).   + Managing and maintaining good relationships with all Drivers and Mechanics.   + Determining customer's needs & providing accurate logistic resources.   + Handling supply of logistic related record.   + Providing assistance in implementation of logistic system.   + Maintaining update knowledge of logistic related issues.   + Conducting survey in terms of logistics.   + Coordinating and supervising logistics activities. | |
| COMPUTER SKILLS/CERTIFICATION   |  |  |  | | --- | --- | --- | | * OS | : | Windows 98/2000Xp  Vista | | * Software   Packages | : | Tally ERP 9 & MS-OFFICE 2007 | | * Diploma   Course | : | Retail Management  (3 Months) | | * Workshop | : | Entrepreneurship Orientation Programme | | * Certificate | : | YOGA for human excellence |   PERSONALITY HIGHLIGHTS   * Attitude to work hard with dedication * Ability to work independently * Eagerness to learn new things * Creative Mind * Demonstrated ability to manage multiple deadlines and task   EXTRA-CURRICULAR ACTIVITIES     * Good typing skills in English. * Participated in Volleyball Tournament, District Level.   HOBBIES   * Playing volleyball, Chess, Cooking & Cricket. | Duties:   * + Verifying transporter’s / freight forwarders / Shipping companies invoices & submission to finance * Resolve all day to day logistics and commercial related issues.   + Tracking vehicle through GPS. * RTA works (Fines, Salik Management, Arranging vehicle for passing and all statuary related matters(Renew Mulkiya & Vehicle insurance) etc.   + Looking after transport execution in regard to plans, operations and economy   + Maintaining all records & review payment cycle.   + Coordinating with logistic Centre for incoming & outgoing material & its record keeping   + Developing receipt of quotation, comparison & preparation of comparative statements   + Renew Insurance for Warehouse & Shop’s (Include Civil Defense Certificate)   + Creating LPO preparation & getting approval from concerned departments.   + Take route permission for vehicles.   + Maintaining driver database (Trip sheet, Driver performance report etc)   + Maintaining Vehicle record database (Salik & Fuel usage, Trip calculation, Inspection report, Preparing   trip summary using via GPS)   * + Purchasing spare parts for vehicle (Making LPO)   Past Experience Summary (1 year)   * **Organization Name : DTDC Cargo & Courier** * **Role :** Operations Executive * **Place :** Chennai, India. * **Duration :** 2014 to 2015   Duties:   * + Verifying proper packaging and labeling of exported goods.   + Negotiate transportation rates or services   + Consolidating cargoes to a common destination to reduce costs to individual Shippers   d | |
| Project And Internship Experience  **Project**  Organization : “**DTDC Cargo & Courier**”  Location : Chennai.  Title : **“Study On Last Mile Delivery”**  **Internship**  Organization : “**Chennai Port Trust”**  Location : Chennai  Title : **“Import & Export Procedure”**  Project Experience  **Role :** Logistics Coordinator & Dispatcher  **Duties :**   * Keeping records of goods dispatched or received. * Providing shipment status notification to exporters, consignees. * Verification Of documents such as Invoice, Packing List, Shipping Bills,   Bill of Entry, Bill of Lading, Certificate of origin etc…  Internship Responsibilities  **Role :** Freight Forwarder, Documentation & Warehouse  **Duties:**   * Coordinating with the Import and Export Departments. * Managing sea & Air Cargo Activities. * Assisting Clients with regards to Container Tracking.   Declaration    I hereby confirm that the information given above is true to the best of my knowledge and belief.  Place : **DUBAI**  Date : ASHIQ | |