

**Personal Information:**

DOB: May 21, 1989

Marital Status: **Single**

Nationality: **Indian**

Languages: **English, Hindi & Urdu**

**SUMMARY OF EXPERIENCE**

As a strong communicator & dedications towards work, I have now ability to work in more pressured situations & have extensive skills in handling matters well.

**PROFESSIONAL COMPETENCIES**

Skilled in verbal and written business communication and ability to deliver effective presentations, strong leadership skills, business sense & negotiation skills, smart in problem solving, project management Strong research, analytical skills &

strong working knowledge.

**NASEER**

[**NASEER.371073@2freemail.com**](mailto:NASEER.371073@2freemail.com)

CAREER HIGHLIGHTS

Results-oriented, dedicated professional with extensive experience in logistics supply chain , Administration Airport and port Operations.

Outstanding Skills with proven success in managing multiple priorities simultaneously in fast-paced environments. Effective planner with problem solving skills.

Optimistic employee with the ability to get along well with everyone.

MANAGEMENT COMPETENCIES

* **Exceeding Guest Experience –** Providing services that are above and beyond forcustomer satisfaction and retention.
* **Improving Service –** Improving service by communication and assisting individuals tounderstand client needs, providing guidance, feedback, and individual coaching when needed.
* **Guiding, Directing, and Motivating Subordinates**, including setting performance standards and monitoring performance.

PROFESSIONAL AND ACADEMIC QUALIFICATION

* **Pursuing M.B.A Logistics and Supply Chain Managemnent -** through distance education.
* **GRADUATION IN BACHELOR IN AVIATION** – SINGHANIA UNIVERSITY
* **HIGHER SECONDARY COMPUTER SCIENCE**- STATE BOARD OF TAMILNADU

CAREER SUMMARY

* Currently employed with **Al Mazroui International Cargo Company (MICCO Logistics )** as **Shipping Coordinator** from Nov2016 – Present. MICCO Logistics has a contract with **Abu Dhabi Terminals (ADT),**working on project of **ADNOC** **Borouge logistics** and distribution in Khalifa port Abu Dhabi .
* Worked as **Cabin Logistics Executive** with **Etihad Airport Services –Abu Dhabi** from

Oct 2014 - Nov 2016 . A Multi National Airline Company which caters to **Etihad Airways** and its partner airlines .

* Worked as a **Store Executiv**e with **Heritage Foods India Pvt Ltd (Retail Division )** from Jan 2013-July 2014.
* Undergone 6 months of On the Job training as a **Store Executive** with **Kingfisher Airlines BMD (Engineering stores/Logistics)** from May 2012 – Nov 2012 .

**CAREER HIGHLIGHTS**

**PROFESSIONAL SKILLS**

**O** Excellent communication, numerical and interpersonal skills.

**O** Always committed to learn new ideas and technologies.

**O** Strong team player as well as team leader attributes. Good planning and organizational skills.

**O** Demonstrated ability to take initiatives.

**O** Excellent time management skills.

**O** Well organized & good at planning skills.

**O** Good problem solving skills.

Ability to deal to deal with end user.

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Present **Al Mazroui International Cargo Comapny**

Designation **Shipping Coordinator**

Location  **Abu Dhabi, United Arab Emirates**

# Job Description:

* Booking shipments by using SAP software ,taking orders from Borouge Client as when order received from customer
* Obtaining release for the requested ETA from various shipping line such as MSC UASC,MAERSK , EVERGREEN, HAPAG LOYD , CMA CGM ,PIL , APL , COSCO ,OOCL,RHS and processing the same within the given time frames.
* Coordinating with the client and shipping line to ensure that the orders are fulfilled for the requested ETA .
* Updating order detail in SAP software once release received from shipping line
* Maintaining shipping team KPI that is number of release and number of urgent orders completed for the given ETA .
* Coordinating with planning team to ensure that the shipments are completed with given time frames.
* Requesting for container inventory on weekly basis to ensure that actual number of units are available at Khalifa Port and respective shipping line seals as and when required.
* Responsible for the preparation of quotes for customers which will involve examining products or materials to estimate quantities or weight and type of container required for storage or transport.
* Responsible for providing export declaration on time.
* Maintaining all necessary reports ,information and documentation of issue that needs to be sent to the client daily and monthly basis .
* Responsible for scheduling all trucks and pick up/delivery schedules and coordination all truck damage claims
* Act as intermediary for Shipping Department Customer Service and Production groups ,help resolve shipping related issues .
* Coordinating with planning team to give priority on nearest ETA vessel for stuffing container in order to avoid any shutouts .
* Making necessary reports for dispatch like delivery note ,packing list ,Custom Invoice and Certificate of Analysis.
* Providing routing information and issuing shipping instruction to ensure deliveries arrive on time and to their correct location.
* Ensure compliance with the MICCO Health,Safety ,Security and Environment(HSSE) Policy and Manual procedures respecting industrial and personal safety and environmental precautions .

Previous **Etihad Airport Services [Oct -2014 to Nov-2016]**

Designation **Cabin Logistics Executive**

Location  **Abu Dhabi , United Arab Emirates**

# Job Description:

* Handling Airlines communication in order to resolve & register all the incidents & issues in the tracking system, to ensure accurate data is captured and cases are resolved.
* Liaise with aircraft in-flight and all stations around the network to communicate service recovery plans and resolve issues in the shortest time possible.
* Receive and analyze complaints to ensure they are solved or addressed in the most effective manner.
* Arranging & Entertaining request received from VIP Travel Concierge, Guest operations team, airport lounges in order to arrange items for VIP flights, Residence flights A380 & Special charter flights items requested by Guest Experience Team.
* Liaise with outstations for any flight delays/ interruptions and to arrange special request from Guest Operation Teams & Hub Control.
* Coordinating with Finance, Accounts & Procurement for releasing Invoices, Bills & payments of supplier. Preparing necessary Financial, Accounting, Management reports, Man-hours, productivity reports & Staff performance reports.
* Administration and storage of aircraft records, record keeping of business documents, amendment of aircraft files and Aircraft Log Books/ Maintaining a database of information.

**Computer Skills:**

**O** Ms Office (Ms Word, Ms Excel,Ms Outlook

**O** Familiar with SAP/ERP/WMS

**O** Internet & Web Browsing, Tracking shipments, Access of Web Portals.

**Report writing:**

**O** Monthly and daily reports, Business development plans.

**O** Audit report for evolution of suppliers

Positioning Strategies

**O** Preparation of various management reports.

**Workshops & Events Attended**

Attended WORKSHOP FOR QUALITY MANAGEMENT & SAFETY Management system.

Completed fire warden training HELD IN ETIHAD AIRPORT SERVICES

* Communicating & coordinating for releasing cargo shipments for Airlines Stock & preparing necessary shipment & custom documents, letters.

* Acknowledging airlines to maintain stock adjustments, transfer notes, cabin loading, In-bound/Out-bound short loading & off-loading details shortages of nil/low/critical stock.
* Physical stock taking of airlines stock by end of the month
* Maintaining the filing system including NCR/Quality report /Suppliers report /Audit report.
* Receiving consignment of Jet Airways and other airlines and acknowledging as per the norms and inspect items as to quality ,quantity against freight documents

Previous **Heritage Foods India Pvt Ltd**

Duration: **[Jan2013- July 2014]**

Designation **Store Executive Location: Chennai, India**

**Job Description**

* Responsible for managing the overall functioning of the store and staff
* Responsible for planning ,managing profit and loss,collating daily sales as well as other necessary reports
* Taking care of the day to day operations of the stores and ensures maximum profitability of the store
* Ensuring that store is meeting the RGM targets and earning profits
* Responsible for maintaining the overall quality and image of the store.Sensibly display the merchandise so that it immediately catches the attention of the customer
* Ensuring that the store meets the expectations of the customers and lives up to its predefined image
* Responsible for managing the assets of the store,security and safety.Maintaing inventory to avoid being “out of stock”.
* Ensuring that the store is free from pilferage .
* Making sure the customer are satisfied safe and comfortable in the store and leave the store with a pleasant smile.
* Generating GRN report on timely basis and ensuring product received are more than 75% shelf life
* Fixing of MBQ –Both seasonal and for off season

## DECLARATION

I hereby declare that the information stated herein is true to the best of my knowledge and belief.