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| QUINTLE  Mobile: +971504753686 / +919979971283  Email: [quintle.376405@2freemail.com](mailto:quintle.376405@2freemail.com)  Achievement-oriented professional targeting challenging assignments in  **Shipping & Freight Forwarding | EXIM Operations** with an organization of repute in Freight Forwarding Industry in Dubai    C:\Users\fwd0342\Desktop\Quintle.jpg | | | |
| core24x24icons Key Skills | | knowledge24x24icons Profile Summary | |
| |  | | --- | | Export-Import Operations | |  | | Shipping Operations (Air) | |  | | Statutory Compliances | |  | | Customs & Clearances | |  | | Logistics & Cargo Operations | |  | | Freight Forwarding | |  | | Export-Import Documentation | |  | | Client Servicing | |  | | Liaison & Coordination | |  | | * IATA- PSA Management with over 09 years in managing **Cargo & EXIM Operations & Documentation** with an aim to accomplish corporate plans & goals successfully * Proficient in managing **export, import re-export, transit in & out, free zone transfer operations** encompassing the gamut of tasks for dispatching products from international destinations to another involving a multitude of carriers, requirements and legalities * Successfully managed **cargo, logistics & EXIM** operations as well as assignments pertaining to **business continuity** for the company; learned to value commitment and goal-setting, time bound & result-oriented mission & initiatives * Expertise in complete commercial documentation entailing import & export trade and tracking various drawbacks * Capabilities in coordinating with **internal/external customers** for running successful business operations and experience of implementing procedures & service standards for **business excellence** * Experienced in liaising with the **International and Domestic Shipping Partners, Custom Department, Police, Ministry of Health/Information** and various other authorities for obtaining approvals & clearances for seamless export & import / cargo operations * Hands-on **working on Calogi and Skycargo** * An effective communicator with relationship building & interpersonal skills; strong analytical, problem solving & organizational capabilities | | |
| softskills24x24icons Soft Skills | career24x24icons Career Timeline | | |
| Communicator  Innovator Thinker    Collaborator Intuitive  Team Player | **Freightworks / Dubai Express LLC, as Executive Air Operations**  **GITEX (Black and Decker) as Asst. Supervisor/Sales**  **September’05**  **August’ 08** | | |
| edu24x24icons Education | | | |
| * IATA- PSA Management in ITI Institute, Dubai in 2007 * XII from NIOS Board (Comprehensive Educational Institute), Dubai in 2012 | | | |
| exp24x24icons Work Experience | | |  |
| **Since August’08 with Freightworks / Dubai Express LLC, Location as Executive Air Operations** | | | |
| **Key Result Areas:**   * Working on new job orders using ERP and L.O.M.I.S. system for import and export shipments * Collaborating with Emirates Sky Cargo and Dnata for arrival status of shipments and booking cargo * Administering the preparation of correct shipping documentation to connect desired aircraft before the arrival of shipments * Complying with the local and international regulations and ensuring all shipments of restricted articles adhere to the current edition of the IATA Dangerous Goods Regulations and IMCO classifications * Facilitating the delivery of cargo to consignee’s warehouse in collaboration with the logistics team and coordinating for pick-ups and deliveries as per schedules to avoid customer complaints * Tracking goods through Air Cargo Tracking and monitoring shipments for updating the clients on the status * Auditing the associated documentation received; identifying the gaps and coordinating rectification of variations to ensure smooth movement of cargo from door-to-door * Liaising with government authorities such as Customs, Police, Ministry of Health/Information, Chambers of Commerce and Foreign Consulates to ensure speedy customs clearance at points of origin and destination * Maintaining the MIS for assessing charges to be billed to client * Ensuring the documentation as per the customs procedures while passing in online - Dubai Trade portal by E- Mirsal-II for import, export, re export, transit in & out, free zone and transfer shipments * Managing import, export, re-export, transit in & out, free zone transfer; drafting free zone exit documents & submissions for re-export shipments * Executing the tasks within the framework of teams procedures and work instructions to ensure compliance with the necessary authorization   **Highlights:**   * Ensured all shipments of restricted articles fully comply with the current edition of the IATA Dangerous Goods Regulations/IMCO classifications * Assured the accuracy and completeness of all EXIM documentation to ensure smooth movement of the goods * Adhered to all statutory guidelines and ensured timely payment of all dues to avoid the penalties * Maintained healthy relations with all stakeholders including International and Domestic Shipping Partners, Custom Department, Customers by implementing win-win strategies and procedures   **Previous Experience**  **September’05**- with GITEX (Black and Decker), Dubai, Dubai Airport as Asst. Supervisor/Sales  Part-time Assignment  **November’07-** with DMG World Media (Big 5 & Index Exhibitions)  Professional-Affiliation24x24icons - CopyTraining   * Dangerous Goods Specialists training from Emirates Aviation College in 2013   Description: softskills24x24icons IT Skills     * ERP System L.O.M.I.S., Calogi, Skycargo * MS Office Suite: Word, Excel, PowerPoint, Outlook   Description: personaldetails24x24icons Personal Details  **Date of Birth**: 7th March 1989  **Languages Known:** Hindi & English  **Address:** Dubai, U.A.E.  **Additional:** Holding a valid U.A.E. Driving License with own Car | | | |