KAMILA

Dubai, UAE

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# OBJECTIVE

Looking for position within the Logistics and Trading industry where my successful experience during the years can be put to use for beneficial use of my employer.

# SKILLS

* Experienced professional in Operations of Trade execution
* Successfully ensured contracts execution from initial to end stages.
* Exceptional customer support and repeat orders
* Very good knowledge of international trade
* Effectively coordinated supply chain activities
* Expert in executing and recording trading activities on Oracle Software

# PROFESSIONAL EXPERIENCE

## INTERFER ‐ STEEL ANDCOMMODITIES FZE, Dubai, UAE

**Trade Contract Execution & Administrator (Jul’12– June 2018)**

* Trading contracts issuance as per the purchase and sales terms and conditions
* Coordination of contractual and supply chain activities including cost calculations
* Efficient supervision of the execution of the contract from production till delivery
* Accounting of the order and invoices in Navision software.
* Letter of credit application, issuing LC and monitoring its acceptance and amendments through banks globally.
* Liaison with internal & external customers/suppliers to ensure smooth flow of information &timely execution of contracts
* Efficiently handling JAFZA administration, Including visa applications, medical, Company formation, license renewal and JAFZA finance and accounts
* Coordinating the sourcing of different products from different origins and suppliers as per the guidance of department head.

**AL GHURAIR FOODS** (National Flour Mills, Dubai Oil Mills & Gulf Import &Export Co)**, Dubai, UAE Assistant Execution Manage (Jun’10‐ Sep’11)**

* Efficiently planned, coordinated & controlled all import‐export documentation to ensure 100% clean negotiation on a timely basis
* Instrumental in monitoring and coordinating with the loading team and logistics provider
* Collaborated with inspection surveyors regarding bulk vessel survey, container loading survey, survey at destination port/place
* Ensured all the contracts are executed as per the contracts and financial terms and condition
* Follow up with the customer in coordination with traders for the immediate settling of payments
* Verified and controlled ageing report generated by the finance department for payments follow up
* Analyzed all reports regarding the status of documentation for all incoming/outgoing shipments, receivables, etc. and took actions to improve business support services
* Monitored and ensured the accurate utilization of trading inventory in Oracle as well as the transactions' compliance with the financial policies and procedures of the company
* Ensured insurance of all the shipments and invoiced/recorded all the orders into the system

## CORUS MIDDLE EASTFZE, (a subsidiary of Tata Steel) Jebel Ali, Dubai, UAE

## Logistics Supervisor (Feb'04 – Mar’10)

* Established LC on the supplier and processing as per the order requirements
* Involved in analyzing and validating the Letter of credit & customer orders & executed terms & conditions of contracts
* Monitored all inbound and outbound supply chain operations
* Customer Relations Management including the responsibility for timely update to the customers
* Dealt with the bank’s Trade Finance department on LC and documentation procedure
* Coordinated with accounts department and reconciliation on material stocks
* Monitored port and customs procedures
* Followed and monitored requirement of Health & Safety in day to day operations

## Assistant Shipping Manager (Additional job role)

* Analyzing the requirement for shipping the cargo based on the nature of the goods. Accordingly checked the best container or break bulk option for the shipment
* Responsible for shipping arrangement, negotiating freight, finalized booking & arranged all exports and import from and to all over the globe
* Managing shipping instruction & details to Shipping line & getting a release of bills of lading as per the order and LC requirement

# OTHER FUNCTIONAL EXPERIENCE

## Logistics Documentation Administrator:

* Monitored an efficient online Order Processing Service System (“Smart CMS”‐Oracle) & project management services to ensure that contracts are placed with appropriate suppliers/sub‐contractors & documented as per the contract requirements
* Prepared and processed all documents of import and export operations as per UCP 500/600
* Ensured systems and procedures are maintained to meet internal and external audit
* Ensured timely correspondence and coordination with customers on shipment arrival
* Coordinated with Accounts for supplier payments and customers receipts

## Logistics Coordinator

* Ensured Insurance of all cargo movement in and out of the stock and prepare monthly insurance report
* Coordinated and prepared shipment advices to all customers as per the order file requirements
* against the information received from the logistics supervisor
* Monitored the insurance agencies to inspect in case of any insurance claims and report to the L&C manager on a monthly basis
* Arranged, coordinated & reported all the entry permitted materials, including Machinery in and out of the free zone

## Administration

* Maintaining all HR & Admin records & files and records of all company cars & vehicles
* Handling day to day Admin roles in the most cost effective way possible
* Arranging meetings and conference & hotel booking. Prepared schedules for travels and flight bookings

# EDUCATION

Bachelor of Commerce from Mumbai University in year 2000

Order Processing and Navision System ‐ Training in Germany from Interfer Steel Diploma in Air Cargo Foundation from Emirates College, Dubai, UAE

Diploma in Letter of Credit and Documentation from Zabeel Institute, Dubai, UAE Diploma in Computer Application in Dubai, UAE

# PERSONAL DETAILS

Date of birth: 20‐07‐1977

Nationality: Indian, with UAE residency permit

Expected Salary: Negotiable

Notice period: Available immediately

# OTHER DETAILS

Functional use of all MS office applications

Languages Known: English & Hindi

Driving License: Holding a valid UAE driving license since August 2004