

**Rasheed**

**Email** **:** **rasheed-393485@2freemail.com**

**Status : Visit Visa**

**(Valid Till 05th Oct 2019)**

**Valid** **: Emirates Driving License**

**Areas Of Expertise *Logistic Network Analysis Manhattan WMS Knowledge 3PLKnowledge LTL Knowledge***

***TMS Knowledge***

***Shipment Consolidations Planning Inventory Management Third Party Fulfillment***

***Carrier Management Supply Chain***

**Skills**

***Problem-solving skills***

***Decision making ability***

***Organisational skills***

***Procedural mindset***

***Ability to prioritise***

***Quality management principles***

***Attention to detail***

***Management ability***

***Proficient in project management.***

**CURRICULUM VITAE**

**Summary**

A self-managed and result oriented coordinator with a professional experience of over 10 years In the field logistics and operations. extensive knowledge of local and free zone customs procedures, international documentation .

Karama and JAFZA, Dubai

Logistics Coordinator

August 2012 – March 2019

. Proficiency in order processing, invoicing, goods delivery note.

. Sound knowledge of exports, shipping & customs documentation.

. Managing overseas incoming shipments and free zone to mainland clearance.

. Preparing necessary documents for securing external approvals like telecommunications.

. Regulatory authority, ministry of information & national media council, monitoring shipments in transit to ensure their timely arrival at destination.

. Handling all support services related to RMA.

. Coordination with sales, purchase teams and within the department warehouse For processing and execution of deliveries.

. Arranging of stocks movement from jebel ali to dubai warehouse . Triggering kit up arrangements and related stock adjustments.

. Recording goods receipt note for local, overseas shipments and free zone goods in the ERP system.

. Excellent track record of managing complex item transfers, stock adjustments, sales rejection, purchase rejection.

. Arranging international and domestic shipments with related documentation.

. Managing goods consolidation, packing and marking.

. Assisting customers with product sourcing, quotations, freight rates and claims.

. Utilized SAP (Global Logistics System) to generate reports for warehouse inventory discrepancyinbound and outbound product tracking.

. Transportation procurement & Purchase order management.

. Enterprise-wide approach to supply chain.

. Ensure all financial paperwork was processed and maintained, verifying payment & billing.

. Built partnerships with customers and drivers throughout the United States.

.. Edited and contributed to software documentation/knowledge base.

**Accomplishment at Work Place**

* ***Increased Eﬃciency***
* ***Improved Customer Service***
* ***Increased Sales***
* ***Improved Relationships***

JAFZA, Dubai

Logistics and Documentation

June 2008 - July 2012

. Invoicing and posting of Sales documents

. Order placement and update to Sales, Warehouse and Retails

. Coordinated, monitored and supervised the movement of personnel, equipment & cargo

. Prepare and ensure correct and relevant documentation for both Customs and

. Import/Export purposes in accordance with Customer and Legal Requirements Ensuring all Export Documentation is Correct and Products are shipped on time

. to customers and inform client about shipping details

. Applying for Certificate of Origin with statutory authorities.

Correspondence with Manufacturing Company, Buyers/Customers in various regions

. especially for the most part of Africa, Middle East, CIS, China, and Europe Documentation and other logistics proceeding to CIS Countries, Middle East, African Region and Re-Export from Dubai onwards.

**Academic**

Graduation (B.A.) Class of 2002

Osmaniya University,

Hyderabad (India)

**Computer Skill**

Proficient in Word & Excel

ERP Microsoft Great Plains

Worked on Tally

Troubleshooting in Desktops

**Personal Details**

Date of Birth : 12th April, 1979

Nationality : Indian

Marital Status : Married

Driving License : Valid U.A.E driving license

Languages known : English, Hindi, Urdu

Visa Status : Visit Visa till 5 Oct 2019

*I hereby declare that all information stated above are all true and correct to the best of my knowledge.*

*any other required documents will be on follows.*