**Azad**

Logistics Coordinator

Dubai, UAE| azad-393873@2freemail.com

**Career Objective**

Outgoing Logistics Professional with 10 years of experience in specialized customs operation. Seeking to leverage my technical and professional expertise into the role of Logistics Coordinator to help achieve your company's goals.

**Work**

**Attributes**



Communication

Team Work

Performance Management

Leadership

Delegation

Motivation & Inspiration

Logistics Coordinator October 2008 - Present

 (Dubai, UAE)

Executing daily customs clearance for inbound and outbound consignments.

Strong working knowledge of documentation requirements on import and export,

i.e, Statistical Declaration, Certificate of Origin, Health Certificate, Customs Inspection

Handling, Invoice & Packing list

Liaise with shipping lines for booking of shipments and price request.

Inquire and send quotations of products according to customer requirements.

Plan, track and trace shipment to ensure timely delivery of goods.

Religiously update shipment information in database.

Check and verify documents sent by suppliers.

Review and verify bills, invoice and purchase orders.

Reconcile accounts payable transactions.

**Core Competencies**

Presentation Skills

Client Relationships

Negotiation Skills

Creativity

**Milestones**

**Member of Cultural Forum**

Successfully Organized an Inter University Cultural Fest.

**Awards Won :**

Crack the Case

Product Launch

Business Quiz

Documentation Expeditor (Part Time) June 2008 - Aug 2008

(Dubai,UAE)

Verify and ensure documents in adherence to rules and regulations.

Maintaining a record of documents in database.

Enhancing client relation in adherence to consulate policy's.

Ensures customer satisfaction and customer retention by providing timely, friendly and excellent Customs related Customer support and compliance guidance.

**Education**

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| --- | --- | --- |
| Bachelor of Business Administration (BBA) | June 2018 |  |
| - Present |  |
| Jaipur National University |  |
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**Technical Skills**

**MS Office Suite :**Word, Excel, Power Point **WordPress** (Basic)

**Personal Dossier**

**DOB :** 20th Jan 1989

**Nationality :** India

**Visa Type :**UAE Employment Visa

**Languages known :** English, Hindi,Malayalam, Arabic (Basic)

**References :** Available on request

**UAE Driving License :** Yes