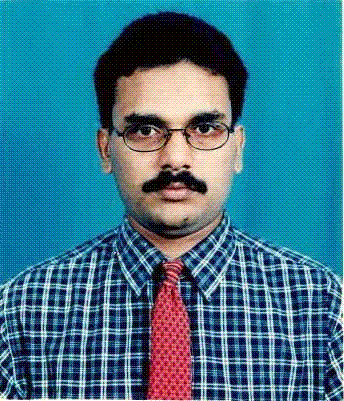
Resume

Azeez 

Email. [Azeez-395002@2freemail.com](mailto:Azeez-395002@2freemail.com)

Objective: To secure a challenging position of Logistic Coordinator / Export & Import Expert in an esteemed firm, where my skills and 15 years of vast working experience could be utilized reciprocally.

Academics: B.Com, - Bachelor of Commerce.

IT Knowledge:

Operating Systems:

MS Windows

MS Office

MS Outlook, XP

Work Experience:

Logistic Employee / Export & import Manager in

Saudi Arabia

from 2007 to 2018 Dec.

main duties are:-

* Order management; placing material orders to vendors and monitor the shipments till them reach to warehouse. Doing all needed correspondence independently with vendors and closely following-up with shipping agents/forwarders for smooth receipt of shipments.
* Prepare picking list and do needful to deliver the materials to the customers against their LPO. Arrange all shipping documents in case of overseas shipments
* Close follow up with sales team to deliver the consignment on time to customers against their LPOs.
* Stock control and provide timely stock report to operation manager
* Arrange land shipments' transportation in coordination with transporting companies and follow up till the shipment reach in customers Warehouse/job site.
* Provide current stock levels periodically to sales team, that will enable them to know the uptodate material availability in store.
* Prepare all documentation for export shipments (COO, Invoice, packing list, marine insurance etc). Independently managing the export/import department in the company.
* Responsible for all import shipments clearances, well aware of Saudi customs clearance procedures.
* Custom clearance for air/sea/land shipments. Verify the shipping documents duly and coordinate with shippers/shipping agents in case of documents errors. Calculate the required custom duty & VAT and pay to customs in cordination with Finance Dept.
* Handling modern office equipments, courier service follow-ups, shipment tracking etc.
* Handling all correspondence with vendors/customers which is required for business activities.
* Expert in company own software for order management (PSD, Centrio, Business Object, PeriAN etc).
* Coordination with Insurance brokers in case of accident/damage shipments and do corrective action for loss adjustment and claims.
* Before assigning in Logistic Dept., worked as Marketing coordinator, HR and Admin executive in Peri (job record can be available from Peri Saudi Arabia)

In Jeddah - 2000 to 2006

Working with above organization since Nov. 2000 to 2005. This organization was established in 2000 with 4 corporate companies, (I,V., E-commerce Co, Commodities & Supplies Co.) , where my responsibilities are:

Position: Executive Secretary / Shipping Coordinator p

* Assisting VP in his activities.
* Fulfilling all clerical/ Secretarial requirements for all the staff in the dept.
* Preparation of Invoice, Packing list, Weight List of material to be shipped.
* Arranging Insurance Policy for the shipments in coordination with Insurance Agent.
* Follow-up with banks for the payments from the customers and keep records for accounts transaction.
* Follow-up with L/C sections in the banks for incoming L/Cs and when received; submit the documents to the bank as per L/C requirements.

In Jeddah 1990 to 2000 - (10 Years)

(Architectural & Bldg. Construction Div.)

Worked in Engineering Dept. of this company for a period of 10 years (Sept. 1990 to Feb. 2000) as Executive Secretary. The responsibilities were the following:-

* Drafting and typing letters: Dictating notes from Dy. Gen. Manager and then preparing detailed letters.
* Preparation of monthly site progress reports and dispatching to the concerned parties.
* Preparation of project budget worksheets in coordination with Budgeting Dept. & Project Coordinator
* Preparing Letter of Intents in coordination with Contracts Dept. and issuing to the concerned once the Contracts Manager’s approval is granted.
* Receiving and keeping all drawings / shop drawings related to the various projects and issue monthly status reports to the Technical Manager.
* Request quotations from suppliers as per orders received from project sites and prepare comparison tables to enable DGM to select the economical vendor.
* Order materials through Procurement Dept. upon the request of sites & close follow-up with Procurement Department for the delivery to sites.
* Drawings & Documents Control: Keeping up-to-date data in computer about drawings/ documents receival.
* File incoming & out going mails in efficient way.

(2000 – 2003)

Worked as a Shipping Coordinator (Part-time) in their Shipping dept. The tasks were the following:-

* Close follow-up with suppliers for the shipments and arrange the needful to release the consignment on time.
* Tracing all shipments and report up-to-date status to Shipping Manager.
* Follow up with forwarder for the overseas consignments.
* Carry-out all documentation works related consignment insurance with Insurance Companies.

in Jeddah, Saudi Arabia (1989 to 1990)

Worked in the above company as Executive Secretary/ Telex Operator for a period of 20 months. The duties were the following, in addition to close follow-up with General Manager to facilitate his tasks:

* Assists Senior Accountant to process L/C, fill bank’s documents etc.
* Close contact with overseas suppliers for shipments delivery.
* Receiving orders from market and arrange needful for speed delivery.
* Receiving reports from Warehouse in-charge for damage / short shipped items and processing claims with Insurance Company and following-up with suppliers for replacement.
* Upon arrival of vessels, coordinate with the concerned Shipping Liners and arrange the needful to release the consignment quickly in order not to have any demurrage, in coordination with Shipping & Finance Dept.
* Keeping up-to-date data in computer concerning expected and received shipments and issuing weekly reports to General Manager.

holding Indian and Saudi Driving Licenses

Good communication skills in English

Trainings:

Attended 5 days workshop in Germany (PERI GmbH, Head quarter, Weissenhorn) for Components & Panel Products supply chain movements.

Participated 2 days training in Bremenhaven, Germany for various plywood that are using for construction industry.

Personal Profile

Marital status: Married, 3 children

Nationality: Indian

Place of Birth: Kerala, India

Date of birth: 22-2-1966

Languages Known: - English (Fluent)

- Arabic - Read & write. Speak fairly

- Urdu (fairly) Regional Language (Fluent)