

**Amjad**

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##### Objective

* To work to the best of my ability at a challenging position in the organization and to utilize my experience and professional skills in the advancement and development of the organization.
* To succeed and venture into the wide horizon of shipping operationsto perform to my fullest potential and capability, contributing to the growth of the organization and eventually be an asset to the organization.

### Personal Strengths

* Excellent Communicationskills.
* Compatible to work in a team environment with the ability to handle tasks independently.
* Strong organizational skill with ability to work in high stress under deadline.
* Execute all entrusted tasks with precision and honesty and ever willing to shoulder any responsibility.

# Current Employer.

# April 2012 – till date Warehouse Assistant Clarion Shipping Services LLC.

Principal Accountabilities

1.\_Monitoring all warehouse operations,

2\_ Responsible for all INBOUND AND OUTBOUND CARGO and rest assure that all the

information will be kept in proper filing. ( Document Controller )

3.Supervising and monitoring the loading for any special operations and important

clients.

4.Open a job file for import/export files and record all the information/instructions

from the clients

5. Communicate and deal with the client/ Agents through mail and telephone

calls.

6.\_ Attending phone inquires as well as walk in customers.

**8.**Making sure that all relevant details like pre alerts, offloading details, client

specific requests to be promptly passed on to the warehouse team leader.

9.Monitoring the flow of FOC (Free of Cost) items which was coming as

promotion and arrange to return to vendor as promotion finishes.

**7.**Preparing reports for monthly revenue

**9.**Prepare the local entry/exit pass for all the goods to be stored in our warehouse

and responsible for the distributions of goods as per the instructions of the client.

**10.**Monitoring all the stock report/daily and monthly invoicing for shipping and

storage charges for all the clients.

**11.**Responsible for follow-up and monitoring all the outstanding payments that is

overdue as per agreement on the credit facility of the clients.

**12.**\_ Assisting and give full service to the clients need.

# Responsibilities in IT

\_ Implemented the WMS software in an operational warehouse successfully.

\_ The project requires warehouse resources to collect data on the physical

warehouse, materials, inventory as well as defining the strategies required to

operate the warehouse.

\_ Significant input from the resources is provided that operate the warehouse on a

day to day basis

\_ Successful in reduction of placement and removal cycle times

\_ Successful in inventory accuracy, as well as increased storage capacity, more

organized storage of materials and greater flexibility of warehouse operations.

\_ Interaction with in the in-house team for proceedings in the project.

\_ Analyzing the data from the catalogues.

# Work Experience

June 2010 – Feb 2012 Import / Export Co-Ordinator Balaji Clearing and Forwarding Agency

Role: Warehouse Assistant

New Retail Software with, SAP ECC6

Principal Accountabilities

* Handling all pre and post shipment Documentation work.
* To collect the original set of documents from the customer in a timely manner,in order to clear the consignment with no delay.
* Working with transporters for transporting consignment to reduce cost & shipping time.
* Sending loading list to Shipping line & further keeping the shipper / Agents updated with SOB details.
* Making Containers Booking & sending details with Vessel Planning & getting the approval accordingly & further planning the Shipments accordingly.
* Keeping overseas Agents posted with pre-alert details & documents.
* Handled the queries and issues of the customers, and resolve them very effectively.
* Ensuring all freight is cleared.
* Preparing B/L draft and clearing from shipping lines.
* Any other ad-hoc duties as assigned.

### Professional Qualifications

* Post Graduate Diploma in Export Import Management from M.I.T College, Pune in year 2010-11.
* Advanced Diploma in Shipping and Logistics from The Global Trade Academy, Pune in year 2011-12.

### Educational Qualifications

* B.Com (Accounts & Finance) – Mumbai University.
* H.S.C – Higher Secondary Certificate Examination Pune Board.
* S.S.C – Secondary School Certificate ExaminationC.B.S.E Board.

### Additional Qualifications

* Diploma in Basic Programming from MS-CIT.
* Worked with Tally ERP 9.1
* Well versed with computer and internet

# Personal Details

* Date of Birth 28thAug 1986
* Marital Status Single

Passport Details

* Visa Status EMPLOYMENT VISA.
* Nationality Indian

### Languages Known

* English, Hindi, Urdu and Marathi.

Sports

* Football, Swimming, Angling,Internet Surfing,Watching Discovery and Geographic Channels&

Reading.

References

* Will be provided upon request.