**RESUME**

Shafi

[Shafi.311703@2freemail.com](mailto:Shafi.311703@2freemail.com)  ****

**Profile as a Logistics Executive and a Logistics Coordinator**

An accomplished, in developing effective processes and directing complex logistics

functions for multimillion- dollar projects. Excel at coordinating tasks of numerous

internal divisions and external agencies to ensure rapid, accurate delivery of equipment,

materials and resources. Advanced expertise in reviewing invoices and shipping manifests

to ensure full compliance with local customs and internal regulations.

**Key Proficiencies:**

* Vendor and Staff Relations
* Standards / Procedures Compliance
* Personnel Management
* Customs & Shipping line Relations
* Continuous Process Improvement
* Inventory Control Processes
* Standards / Procedures Compliance
* Training and Leadership

**Professional Experience**:

* **Total 7.2 years of Experience**

5 Years in SRF Limited (Packaging Films Business) India. And 2.2 Year in JBF RAK LLC

(United Arab Emirates)

* From July-2009 to July-2014 worked as Dispatch & Export Documentation - Executive

at SRF Limited, a leading company of producing BOPET / PETLAR Film, located in

Indore, Madhya Pradesh, India.

* From August -2014 to till date working as Logistics & Export Documentation Executive

at JBF RAK LLC (UAE) a leading company of producing Bottle Grade Chips and

BOPET / PETLAR Films in UAE.

**Present Assignment:**

* Company : JBF RAK LLC

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Designation : Logistics Coordination & Export Documentation- Executive

Experience : 2.1 years

Duration : 9th August 2014 to till date

Location : Ras Al Khaimah, United Arab Emirates.

**Job Responsibilities in Logistics & Export Documentation**:

Responsible for the execution of export documentation requirements for shipments originating

Entire destinations globally, which include Letter of Credit shipments, Open credit shipments, etc.

* Reviewing Export Letter Of Credit draft
* Preparing and issuing amendment requests for LC draft to the client
* Documentation through using SAP ERP system
* Export documentation according to LC & INCO terms like CIF,FOB,CFR, DDP & DAP…
* Sending and reviewing Bill of Lading instructions to the shipping line
* Receiving original Bill of Ladings from the shipping line
* Preparing insurance certificates
* Making Commercial Invoices & Packing lists as per INCOTERMS & Payment terms

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* Arranging Quality certificates and Inspection certificates as per requirement
* Arranging Export Declaration copy from Shipping Agen
* Chamber/ Arab League/ COC/ NMC certificates arrangement from

Particular agency as per requirement

* Following up with of material production status with production and packing team
* Freight negotiation with shipping line / shipping agent

**Job Responsibilities in Logistics Coordination**:

As a Logistics Coordinator I am responsible for communication with clients, efficiency

and the Resolution of transportation issues.

* Adhere to shipping/receiving and regulatory-compliance procedures
* Comply with laws, regulations and standards
* Complete daily shipping and receiving logs
* Dispatch freight for delivery and arranging for pickups
* Record shipment data such as weight, charges and damages
* Contact carrier representative to make arrangements and to issue shipping instructions

and delivery of materials

* Rectifying problems such as damages, shortages and non-conformance to specifications
* Document and escalate any customer service issues and/or shipping/receiving errors
* Complete safety reports in relation to health and safety issues

**Previous Experience:**



* Company : SRF Limited (Packaging Films Business)

Designation : Dispatch & Export Documentation - Executive

Experience : 5 years

Duration : 21st July 2009 to 25th July 2014

Location : Indore, Madhya Pradesh, India.

**Job Responsibilities in Dispatch & Export Documentation:**

* Responsible for Export excise and customs documentation
* Sales order creation, Invoicing & preparing packing list in Oracle
* Freight negotiation with shipping agent
* Booking containers and trucks for dispatch
* Warehouse management and supervision
* Pallet stickers preparation as per customer’s requirement
* Container stuffing supervision & maintaining on time and safe loading
* Circulating daily dispatch details & status of daily dispatches
* Stock inventory management
* Coordinating with Packing team for pending dispatches
* Handling of both Dispatch & Documentation job.
* Preparing daily dispatch and monthly reports
* Transporters and vendor contract agreement preparation and maintenance
* Preparing of PRV (Payment request voucher) for vendor’s freight & transportation bills
* Preparing provision details every month and updating vendor payment details
* Coordinating with shipping agents & transporters to resolve shipment issues
* Coordinating with marketing team to meet customer’s satisfaction.
* Maintaining of Letter of Credits file
* Maintaining pending dispatch details file
* Doing physical verification of material in warehouse every month, and preparing of the report
* Arranging for material inspection as per requirement for Australia and Bangladesh shipments

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**Training and Internship series:**

* Worked at JBF BAHRAIN S.P.C (BAHRAIN) for month on deputation as a



Logistics Executive (Coordination & Export Documentation) during

January 2016 to February 2016

* Worked at SRF Industries Thailand Limited (Thailand) on deputation as



Dispatch & Export Documentation Executive, during July 2013 to August 2013

**Technical Knowledge:**

* Oracle ERP System
* MS Excel, MS world, MS Power Point
* SAP ERP system
* Expert in MS Office tools

**Educational Qualifications:**

**Post Graduation:**

* M.B.A : University Of Madras (Chennai, India)

Passing Year : 2012

Percentage : 60 %

Specialization : Product Operations and Marketing Management

**Languages Known:**

* English, Hindi, Urdu, Telugu & Tamil

**Visa Details:**

* Visa type : Employment
* Date of expiry : September - 2017

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