Sharfara

Deira, Dubai,

United Arab Emirates

**E-mail: sarfaraz.320863@2freemail.com**

**Summary**

* **Profile** : Male-27, Single
* **Nationality** : Indian
* **Date of birth** : 09 Nov, 1989
* **Current Location** : Deira, Dubai.
* **Position** : Logistics Executive
* **Previous Company** : NewPort ISO Tanks : AL JABR Talke JV -Jubail, Saudi Arabia.
* **Experience** : 6 years in Logistics, Transportation and Inventory.

**Work Experience**

**June 2014 to November 2016:**

Logistics Executive

NewPort ISO Tanks Ltd -Jubail, Saudi Arabia.

Operations:

* Controlling documents required for Customs clearance and providing arrival notes to customers with agreed terms and conditions.
* Placing Bookings via Liner and submitting shipping instructions online. Follow up Manifests and control Clearance process.
* Monitoring Daily operations and actual vessel arrivals. Tracking shipments and coordinate with various shipping lines and providing timely information to customers.
* Releasing ISO Tanks to customers according to specification. Checking stock level and Prepare weekly Inventory forecasting in order to allocate units for customers.
* Releasing Freight invoices, Tank rentals, storage charges calculations and detention.
* Control all ISO tank units available in different Locations. Making Daily reports for all units including repairs and under testing.
* Coordinate with sales team to know the rates agreed with customers and service providers.
* Repositioning ISO tanks to Saudi Arabia from Dubai, Durban etc. when there is shortage or urgent customer order.
* Making weekly Overview report to all customers. Keeping track on Imported ISO Tanks and rentals.
* Ensuring sailings on time without any delays / roll over. Maintaining quality and accuracy. Updating weights, Seal numbers etc.
* Instructing cleaning depots on Product cleaning, Material safety data sheets (MSDS) and Units Testing.
* Monitoring updated logs and daily reports. Checking ISO tanks expiry and instructing on type of test to be carried.
* Follow standard procedure for repairs of ISO tanks and DG product residue.
* Responsible to take decisions during product leakage and spilling.
* Rectifying problems or issues related to clearance and Saudi EDI.
* Defining the size of the truck / Trailer and units required and to provide instructions and product details.
* Create invoices for demurrages and Tank rentals along with Freight.

**July 2013 to May 2014**:

Shipping Coordinator –Export Operations

Crescent Transportation Co. Ltd- Jubail, Saudi Arabia.

* Arrange trucking for all Containers, shuttle into port as well as Trucking according to customer preferences.
* Monitor schedules and place booking via shipping line according to schedule.
* Provide details info to customer regarding ETA and ETD and Follow up orders placed by plant.
* Control dispatch operations and drivers for trucking to different locations
* Rectifying problems or issues related to clearance and Saudi EDI
* Tracking shipmentsand coordination with various liners.
* Follow up for Final Bayans and other documents.
* Ensuring for sailings on time without any delays / roll overs.
* Provide detailed information to dispatchers.
* Reporting directly to Supervisor / Operations manager on daily matters.
* Communicate and Coordinate with trucking team and customers.
* Follow up manifests from various lines and complete clearance process.Keeping updated logs for all shipment data.
* Maintaining excels and responding emails for each and every updates to customers.
* Abiding by the local rules and regulations in matters of transportation of chemical goods.

**Jan 2012 to June 2013:**

Procurement / Inventory Controller

Crescent Transportation Co. Ltd- Jubail, Saudi Arabia.

* Receiving materials and keep regular update in system.
* Placing orders and keeping track / Follow orders placed
* Maintain level of quantity before placing order. Prepare daily disbursement reports to Accounts team.
* Preparing and maintaining records of complete inventory.
* Executingstock checks and physical counting.
* Report directly to Store manager.Maintain Costs by placing only required orders and issue of needed materials.
* Monitor and evaluate costs of material utilization. Issuing of daily supplies.
* Organizing of materials according to locations and checking product codes if necessary.
* Organize timely stock check / counting to maintain accuracy in physical quantity.

**April 2010 to Nov 2011:**

Inventory / Stores clerk

Mega Mart Fashion Retail- Udupi, India

* Import data into Stores system. Keep track on orders placed
* Receiving materials using JDE system.
* Issue materials when required.
* Daily disbursement reports to H.O.
* Keeping records of daily issues and receiving logs.
* Organizing of materials according to locations and checking product codes if necessary.
* Maintain minimum level of quantity.
* Provide daily statements to management on materials used by each dept.
* Monitor and evaluate costs and material utilization.

**Mar 2009 to Jan 2010:**

Customer Service Executive (Part Time)

Big Bazaar Retail Chain- Udupi, India

* Maintain and update customer database on timely basis.
* Provide information to customers and maintain daily records.
* Receiving complaints and responsible to provide friendly Advice to customers for solutions.
* Issue receipt for exchange of damage products.
* Comply with company standards and procedures. Update new offers into system.

**Education**

**August 2010** **Bachelor of Commerce**

UpendraPai Memorial College, Kunjibettu, Udupi, India.

Year: 2010

**May 2007** **Pre- University College**

Milagres Pre- University College, Kallianpur, Udupi, India.

Year: 2007.

**March 2005** **High School**

Milagres English Medium High School, Udupi, India.

Year: 2005

**Computer Skills**

* **Ms Office applications – Ms Word, Outlook, Excel etc.**
* **Typing – 40 wpm.**
* **Tally 9.0 VAT enabled & Peachtree accounting.**
* **Monitor 4000**
* **Oracle JD Edwards & E- Business.**
* **Focus V 6.003**

**Languages**

* English : Fluent
* Arabic : Learner
* Hindi : Native
* Urdu : Native
* Kannada : Native

**Certification**

 **Tally 9.0 VAT enabled and Peach Tree**

Institute: Manipal institute of Computer education, Manipal.

ID. 23450

**Fire Warden**.

Institute: Human Assets Training Centre, Saudi Arabia.

Certificate No. H00010477

**Basic Life Support**.

Institute: Human Assets Training Centre, Saudi Arabia.

Certificate No. H00010501

**Achievements**

* **Appreciation award received by Eastern Petrochemical Company (SHARQ) for achievement in PPS and logistics section**

**Declaration**

I hereby declare that all the statement made in this application is correct to the best of my knowledge.

**Yours Sincerely,**

Sharfaraz