CURRICULUM VITAE



**Kamu**

Email: [kamu.370083@2freemail.com](mailto:kamu.370083@2freemail.com)

**Position for Logistics Executive / Finance Coordinator .**

**OBJECTIVE:**

# Seeking a leading role in Logistics to contributing improved and profitable performance, business growth, enhancing return on investment, creating competitive advantage under difficult market conditions. A position that will allow me to inject energy and enthusiasm to motivate staff and deliver outstanding results

**SKILLS:**

* Hardworking, Dedicated, Reliable, Trustworthy, can undertake increased responsibility as and when required.
* Friendly disposition even under pressure
* Desirous of achieving career growth efficiently.
* Excellent communication and interpersonal skills.
* **23+ Years of Experience in Logistics, Operations, Customs Clearing, Documentation, LC , Import & Export Rules & Regulation**
* Valid UAE driving license & in depth knowledge on UAE roads.

**EXPERIENCE:**

**Currently working for Purple Orchid Trading Co. Dubai**

**Jun 2017 – till date Logistics Executive / Finance Coordinator**

* Handling all Import Export shipments, documents of Import & Export by Air, Sea and Land.

**Worked for M/s. Fabtech International Ltd. Jebel Ali**

**Year 2007 – Jun 2017 (10Yrs) – (Logistics Executive / Finance Coordinator )**

* Handling all Import Export shipments, operating with Junior Assistant Team - arranging booking, berth permission, meeting with DP world operations in charge for discounted rates, gate-pass and all related inspection with Customs. Arranging all L/C related documents of Import & Export by Air, Sea and Land – coordinating with Purchase / Store department for sale of Inventories.
* Handling all petty cash, supplier/client payments and bank reconciliation related to logistics and Sales.
* Day to day tusk to visit Government offices, such as Dubai Customs, Dubai Chamber, DP World and MOFA etc.
* Processing all Import, Export documents/ BOE of Break Bulk, RORO and Container cargo through Customs / DP World E-Mirsal online service
* Booking export shipments as per client’s requirement and arranging land transport for SA, QR, Bahrain etc, and arranging MAKASA, for border shipment.
* Communicate & flow up trough emails with various suppliers/Clients related documents for clearing and reporting to Senior Management.

**M/s. Veetex Trading Co. LLC. Dubai**

**Year 1994 – 2007 – Administrator / Accountant & Customs Clearing (PRO)**

* Handling all office correspondence
* Typing, Filing, Computerized accounts till finalization & yearly auditing
* Stock Checking
* Maintaining all creditor’s Dollar, a/c sales entries, typing all L/c Documentation Payment collection & different bank transaction of L/c, LBD checking all bank interest & charges
* Maintaining employee record
* Managing PRO (Public Relation Officer) work of visit visa, immigration & labour department work, renewing all staff visas.
* Applying visa from different consulate & embassy.
* Releasing all L/c, COD documents. Exporting airfreight shipment of major gulf countries & having minor sales experience.

**M/s. Mohammed Jalal & Sons Dubai**

**Year 1993 – 1994 – Office Assistant**

* Responsible for day-to-day task of handling correspondence
* Typing, Filing, Handling Accounts, Office automation such as “word perfect & lotus-123”.

**EDUCATION / COURSE:**

* Goa University Education- (Commerce) Year 1992
* Achieved Computer Certificates and Successfully completed Academic Qualification book keeping & accountancy Year 1992-93
* Customs Clearing Training on Dubai Trade Year 2007.

**Personal Details**

Nationality : Indian (Goa) – 1972

Civil Status : Married

Visa Status : Employment Visa (Sales Manager)

Languages : English, Hindi, & (Arabic)

**KAMU**