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| ASHIQLOGISTICS CURRICULUM VITAE **Email Id:** ashiq.370586@2freemail.com **Contact :** C/o 0503718643**Personal Data**

|  |  |  |
| --- | --- | --- |
| Date of Birth | : | August, 24th1992 |
| Nationality | : | Indian |
| Marital Status  | : | Single |
| Linguistic Skill  | : | English, Tamil & Hindi |
| Current Resident | : |  Al Murar, Deira, UAE. |
| Place of Issue  | : | Thanjavur |
| Visa Status  | : | Visit |
| Visa Expiry  | : | May, 22nd 2018 |

 \AREA OF EXPERTIES * Cargo transport & Handling
* Goods tracking
* Vehicle Coordinator
* Inventory maintaining in warehouse
* Distribution department
* Office Management
* Airport operation
* Administration
* Supervision
* Customer Service

 | ObjectiveSeeking to obtain a responsible position in logistics management where my skills, knowledge and experience will be contributed towards the improvement of the company. My innovative ideas and active personality should assist me a lot in adding to the company's growthAcademic Record * **VELS University** **2012 – 2014**  1st Class

 MBA (Logistics & Supply chain Management) * **PRIST University 2009 – 2012**  1st Class

 B.Com (Commerce)  **Total Work experience – 3 Years** UAE Experience Summary * **Organization**: **BLACK TULIP FLOWERS.L.L.C**
* **Role** : Transport In Charge (Logistics

Coordinator)* **Place** : Sharjah, UAE.
* **Duration** : 2015 – 2017

Job Description: * + Directing and controlling logistic planning.
	+ Good relationship with suppliers and customers.
	+ Identifying and analyzing logistic problems.
	+ Implementing and developing new solutions on logistics issues.
	+ Planning customer logistic operations.
	+ Planning Routes for delivery (Arranging vehicle for next day delivery).
	+ Managing and maintaining good relationships with all Drivers and Mechanics.
	+ Determining customer's needs & providing accurate logistic resources.
	+ Handling supply of logistic related record.
	+ Providing assistance in implementation of logistic system.
	+ Maintaining update knowledge of logistic related issues.
	+ Conducting survey in terms of logistics.
	+ Coordinating and supervising logistics activities.
 |
| COMPUTER SKILLS/CERTIFICATION

|  |  |  |
| --- | --- | --- |
| * OS
 | : | Windows 98/2000Xp  Vista |
| * Software

 Packages | : | Tally ERP 9 & MS-OFFICE 2007  |
| * Diploma

 Course  | : | Retail Management (3 Months) |
| * Workshop
 | : | Entrepreneurship Orientation Programme |
| * Certificate
 | : | YOGA for human excellence |

PERSONALITY HIGHLIGHTS* Attitude to work hard with dedication
* Ability to work independently
* Eagerness to learn new things
* Creative Mind
* Demonstrated ability to manage multiple deadlines and task

EXTRA-CURRICULAR ACTIVITIES  * Good typing skills in English.
* Participated in Volleyball Tournament, District Level.

HOBBIES * Playing volleyball, Chess, Cooking & Cricket.
 | Duties:* + Verifying transporter’s / freight forwarders / Shipping companies invoices & submission to finance
* Resolve all day to day logistics and commercial related issues.
	+ Tracking vehicle through GPS.
* RTA works (Fines, Salik Management, Arranging vehicle for passing and all statuary related matters(Renew Mulkiya & Vehicle insurance) etc.
	+ Looking after transport execution in regard to plans, operations and economy
	+ Maintaining all records & review payment cycle.
	+ Coordinating with logistic Centre for incoming & outgoing material & its record keeping
	+ Developing receipt of quotation, comparison & preparation of comparative statements
	+ Renew Insurance for Warehouse & Shop’s (Include Civil Defense Certificate)
	+ Creating LPO preparation & getting approval from concerned departments.
	+ Take route permission for vehicles.
	+ Maintaining driver database (Trip sheet, Driver performance report etc)
	+ Maintaining Vehicle record database (Salik & Fuel usage, Trip calculation, Inspection report, Preparing

 trip summary using via GPS)* + Purchasing spare parts for vehicle (Making LPO)

Past Experience Summary (1 year) * **Organization Name : DTDC Cargo & Courier**
* **Role :** Operations Executive
* **Place :** Chennai, India.
* **Duration :** 2014 to 2015

Duties:* + Verifying proper packaging and labeling of exported goods.
	+ Negotiate transportation rates or services
	+ Consolidating cargoes to a common destination to reduce costs to individual Shippers

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| Project And Internship Experience**Project**Organization : “**DTDC Cargo & Courier**”Location : Chennai.Title : **“Study On Last Mile Delivery”****Internship**Organization : “**Chennai Port Trust”**Location : ChennaiTitle : **“Import & Export Procedure”**Project Experience **Role :** Logistics Coordinator & Dispatcher**Duties :*** Keeping records of goods dispatched or received.
* Providing shipment status notification to exporters, consignees.
* Verification Of documents such as Invoice, Packing List, Shipping Bills,

 Bill of Entry, Bill of Lading, Certificate of origin etc…Internship Responsibilities **Role :** Freight Forwarder, Documentation & Warehouse **Duties:*** Coordinating with the Import and Export Departments.
* Managing sea & Air Cargo Activities.
* Assisting Clients with regards to Container Tracking.

Declaration  I hereby confirm that the information given above is true to the best of my knowledge and belief. Place : **DUBAI** Date : ASHIQ   |