RAWLINGS

[RAWLINGS.371096@2freemail.com](mailto:RAWLINGS.371096@2freemail.com)

**1. CAREER OBJECTIVE**

To be part of a great achievement in the most dynamic and productive team.

**2. EDUCATION AND TRAININGS**

Certified Shipping and Freight Forwarding Management Manager, [2017] Phoenix Educational Institute, Karama, Dubai – UAE, Attested (QRTag) by KHDA – Knowledge and Human Development Authority, Government of Dubai.

Post Graduate Diploma in Supply Chain Management and Logistics, [2016] West Ford School of Management.

Diploma in Logistics and Supply Chain Management, [2016] Phoenix Educational Institute, Karama, Dubai – UAE, Attested (QRTag) by KHDA – Knowledge and Human Development Authority, Government of Dubai.

Initial fire responder, [2015] Institute of Civil Defense – Dubai.

Computerized Diploma in Customs Clearing and Forwarding, [2013] Mombasa Aviation Training Institute.

Advanced Certificate in Computer Application, [2012] Dignity Computer College.

**3. WORK EXPERIENCE**

**October 2015 to date.**

**Customer Service Agent – Emirates National Oil Company (ENOC) Dubai, UAE**

Taking cash and card payments for fuel

Re – stocking shelves / Inventory control

Managing fuel and stock deliveries

**April 2014 – September 2015.**

**Structural iron and steel worker – Sita Steel Rolling Mills LTD Dar es Salaam, Tanzania**

Assemble hoisting equipment and rigging cables, pulleys and hooks to move heavy materials

Bolt aligned structural – steel members in position for permanent riveting or welding into place

Connect columns, beams and girders with bolts following blueprints and instructions from supervisors

**July 2013 – February 2014**

**Clearing Agent – Magnex LTD Mombasa, Kenya**

Cargo documentation and verification

Arranging payment of freight and other charges on behalf of the client

Maintaining communication and control through all phases of the journey

Arranging insurance on behalf of the clients

**September 2012 – May 2013**

**Port Clerk – Zomu Freighters**

Taking account of the perishable / hazardous nature of the goods, cost, transit time and security

Negotiating transportation and handling costs

Obtaining and preparing documentation to meet Customs and Insurance requirements, packing specifications and compliance with other countries’ regulations

**RELATIVE SKILLS**

* Hard working, self – motivated individual with proven record 0f responsibility
* Poised, tactful and patient
* Work well with a wide range of people at all level; and of various culture
* Troubleshoot and resolve problems using available resources and stay calm in emergency situations and executing emergency procedures
* Able to view situations in a positive way and propose solutions to streamline operations
* Strong ability to learn and work efficiently with minimal supervision

**REFERENCES AND OTHER CRIDENTIALS**

To be submitted upon request