

**NISAR**

MBA in Cargo Management with More than 4 years’ experience in Logistics, Export Import (Air & Sea) Operation, Documentation, Warehousing, Purchasing & Office admin.

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**SUMMARY:**

I worked in logistics & Export industry for more than 4 years in Saudi Arabia and India. My experience with international clients made me fit to encounter any challenges coming ahead.

**Employment History**

1. **Assistant Manager ( Cargo Sales, Operation, Logistics & Warehouse)**

**Delta Shipping Company LTD –JEDDAH (KSA) (2016-18)**

**Duties and Responsibilities**

* Handling Customers By offering best rate to different destination
* Manage all operational activity related with DSC Cargo.
* Communicate with airport GHA, Track & Trace the Cargo & update to customer to avoid delivery delays & demurrages.
* Arrange transportation, schedule staff, and orchestrate deliveries to meet customer demand with little to no delay.
* Receives products and coordinates delivery at Final destinations.
* Prepares loads for shipment.
* Takes steps to avoid quality control issues
* Makes sure warehouse capacity is kept at optimal levels
* Oversees inventory of goods and vehicles
* Continually reviews freight costs, transportation rates to keep costs down where possible
* Streamlines shipping and transportation processes
* Preparing Load plan FWB & FBL for Jet Airways
* Handling HUM (Dead Body) with complete process.
* Prepare necessary documents for export like AWB, INVOICE, PL & DGR etc…

1. **Assistant Export & Purchase Manager With Office Administration**

**United Foods Gujarat, India (2015-2016)**

**Duties and Responsibilities**

* Purchases materials and services required for production & Export.
* Coordinates activities that affect operational decisions and business requirements
* Responsible for the production, procurement, and planning of daily operations
* Communicates with all relevant employees to ensure delivery times are met
* Complete all booking & arrangements for international trade exhibitions.
* Complete all arrangements for International clients for their factory visits.
* Prepare All Production order & Complete all pre & post shipping docs with help of different government & non government authorities.
* Plans, schedules, and reviews workload and manpower to make sure targets are being met on a cost-effective basis
* Manages the stock control, and checks that inventory records are accurate
* Ensures the production team has enough time to manufacture and deliver products based on the client's request & Creates a detailed schedule based on strict deadlines
* Communicates any changes in the order or delivery date to relevant parties
* Monitors the health and safety regulations are followed to meet production standards
* Follows up on interruptions to the order
* Organizes, plans, and implements inventory activity

# OTHER EXPERIENCES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *ORGANIZATION* | *DESIGNATION* | *FROM DATE* | *TO DATE* | *CONTACT PERSON* | *PHONE NUMBER* |
| Meriiboy Ice cream | **Outlet In charge** | **18 Aug 2011** | **30 March 2013** | **MD** | **+91 9447077374** |
| KSIE Calicut Air cargo Complex | **Management Trainee** | **May 2014** | **July 2014** | **HR** | **+91 4832710044** |

**EDUCATION QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE** | **INSTITUTION** | YEAR OF PASSING | **PERCENTAGE** |
| P.G.D.M / MBA | Indian Institute of Tourism &Travel Management-  Gwalior - MP | 2013-2015 | 62 |
| B.B.A | E.M.E.A College of  Arts & Science-Kondotty, Kerala | 2008-2011 | 59.45 |

Specializations: **Basic Cargo Management & Destination Marketing**

#### LANGUAGE PROFICIENCY

|  |  |  |  |
| --- | --- | --- | --- |
| LANGUAG | SPEAK | READ | WRITE |
| English |  |  |  |
| Hindi |  |  |  |
| Malayalam |  |  |  |
| Arabic |  |  |  |

**COMPUTER SKILLS & Core Experience:**

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| --- | --- |
| **Ms office:** | Ms Word, Ms PowerPoint, Ms Excel |
| **Operating system:** | Windows 98/2000/XP, Vista and Windows7, WIN. 8 |
| **AIR Cargo** | Handling Complete CHAMP Cargo spot for Jet Airways, CHAMP Cargo systems for Ethiopian Airlines, Saudia Airlines. Emirates sky cargo booking. Preparing AIRWAY BILL for All Airlines. Handling Logistics & Preparing Load plan FWB & FBL for Jet Airways. Communicate with airport GHA. Handlings HUM with complete process. Cross check the cargo with relevant documents before dispatching to airport. Track & Trace the Cargo & update to customer to avoid delivery delays & demurrages. |
| **SEA Cargo** | Preparing all pre & post exporting Documents like BL, COO, Insurance, COE, Fumigation, Health & Phytosanitory Certificates. Handling international couriers for Product sampling. Handling complete logistics for export, Continuous communication with CHA & Freight forwarder for Container booking & Documents. Containers stuffing. Arranging third party inspection with SGS, BUREAU OF VERITAS & AES. Office administration. Booking for international exhibitions. Assisting Export & international Marketing Managers. |

**PERSONAL INFORMATION:**

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| Date of Birth | 20/06/1990 |
| Marital Status | Married |
| Nationality | INDIAN |

**Declaration**

I hereby declared that the above information provided by me is true and correct to the best of my knowledge and belief.