

ABDULLA K A

B.COM-MBA

www.linkedin.com/in/abdulla7999



LOGISTICS OFFICER (Logistics & Managerial Operations)

Dubai, United Arab Emirates

CONTACT DETAILS

PHONE

+971-(0)-56-822-3528
([WhatsApp](#))

EMAIL

abdulla.kaliparambil@gmail.com

ADDRESS

Dubai, United Arab Emirates

PASSPORT NUMBER:

S6904182

NATIONALITY

Indian

UAE DRIVING LICENSE STATUS:

Yes and Active

EXECUTIVE SYNOPSIS

- 3 years of experience as a Logistics Officer in the UAE with expertise in managing critical documentation for successful trades.
- Proficient in International Trade Finance, including LC, Collection, Open Account, and Advance Payment.
- Knowledgeable in International Steel Trading, with experience in both Industry and Trading Firms.
- Managed and led the Imports/Exports trade finance operation team.
- Proficient in managing Arabic GCC and COO documentation across GCC countries and international trade.
- Experienced in verifying compliance of commercial documents with L/C terms and conditions.
- Developed strong relationships with suppliers and service providers, resulting in significant cost savings and improved service.
- Skilled in managing complex operations and collaborating with teams to achieve business objectives.

EXPERIENCE

MEGATE DMCC

Dubai, United Arab Emirates

Jan 2023 - Oct 2023

As Letter of Credit and Logistics Specialist

- Coordinating with customers, suppliers, and banks on a daily basis to ensure seamless transactions as a Letter of Credit and Logistics Specialist.
- Preparing and reviewing necessary documentation for each order, including invoices, packing lists, bills of lading, and certificates of origin, while ensuring compliance with relevant regulations and guidelines.
- Managing letters of credit for each transaction, verifying document compliance with letter of credit terms and conditions, and ensuring timely issuance and compliance with necessary requirements.
- Coordinating logistics for each transaction, preparing customs documents, and tracking shipments to guarantee on-time delivery.
- Troubleshooting any issues that arise during the transaction process, including document problems, shipment delays, or disputes with customers or suppliers, and working closely with all parties involved to resolve them quickly and efficiently.
- Maintaining up-to-date and compliant records of all transactions, including financial records, shipping records, and documentation related to letters of credit.

DANA GROUP OF COMPANIES

Dubai, United Arab Emirates

Jun 2021 - Dec 2022

As Logistics Officer:

- Possess exceptional knowledge of customs policies to ensure proper documentation for shipments and maintain an up-to-date database.
- Organize and track export shipments, managing heavy truck transportation with different carriers for on-time delivery and better bargaining power.
- Prepare Sales Contract documents and open Letter of Credit for import purposes, while also preparing shipping Instructional documents for import and export according to L/C criteria and requirements.
- Manage and prepare all kinds of export shipping documentation as per customs rules and regulations throughout GCC countries, with knowledge of Bill of Lading confirmation and COO and GCC application procedures.

As Procurement Coordinator:

- Develop purchasing strategies in line with corporate objectives, helping to eliminate costs throughout the supply chain.
- Decrease company expenses through proper sourcing and negotiation with suppliers, while updating and maintaining the supplier database.
- Prepare Purchase Order for the acquisition of goods and develop a strong positive rapport with local and international vendors.
- Monitor market changes, prices, product availability, and previous sales patterns to forecast future demand, and source new products and alternative suppliers, both local and international.
- Negotiate payment terms with vendors to optimize cost efficiency.

As Administrative Support:

- Provide administrative support by assisting the GM and CEO, handling confidential details.
- Collect, compile, record, or otherwise gather data and prepare standard reports with information necessary for decision-making.
- Maintain and organize work-related materials and documentation for efficient retrieval and utilization.

VESSEL TECH CHILLERS AND AUTOMATION LLC

Dubai, United Arab Emirates

Jan 2021 - May 2021

As Digital marketing & Business Development Manager

- Prospecting for potential clients who can benefit from the company's products or services and exploring opportunities for expanding client base.
 - Convincing clients that the company's products or services best meet their needs in terms of quality, pricing, and timely delivery.
 - Building and maintaining the company's social media presence across various platforms such as Facebook, Instagram, LinkedIn, and other relevant channels.
 - Devising and implementing email marketing campaigns to meet client demands and generate leads.
 - Staying abreast of the latest trends in digital marketing, evaluating emerging technologies and ensuring that the company stays ahead of the curve, particularly in mobile marketing.
-

WICKEDRIDE ADVENTURE SERVICES PVT. LTD.

(BOUNCE)

Bangalore Urban, Karnataka, India

Oct 2020 - Dec 2020

As Project Development Coordinator

- Project Coordination: Managed projects and operations as a Project Coordinator, ensuring smooth execution and timely delivery.
- Customer Interaction: Interacted with customers and hosts who onboarded the system, addressing their issues and challenges effectively.
- CRM Management: Managed the CRM system, delivering program details to interested individuals.
- Marketing: Developed and implemented effective marketing strategies to attract individuals to the program.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION

KARNATAKA COLLEGE OF MANAGEMENT, BANGALORE, INDIA - (BCU)

2018-2020

- HUMAN RESOURCES MANAGEMENT
- MARKETING

CERTIFICATION

- SEO: LINK BUILDING
- OUTLOOK: EFFICIENT EMAIL MANAGEMENT
- BUSINESS ANALYSIS FOR PROJECT MANAGERS
- SOLUTION SALES
- DEVELOPING BUSINESS PARTNERSHIPS

SOFT SKILLS

- Creativity and Imagination
- Interpersonal Skills
- Ability to manage time
- Ambitious to gain more training & experience
- Time management
- Service Delivery
- Team work
- Problem-solving
- Leadership
- Multitasking
- Project Management

TECHNICAL SKILLS

- ERP
- Import Export
- Microsoft Office
- Logistics Management
- Microsoft PowerPoint
- Computer Software and Application Knowledge

LANGUAGES

ENGLISH
(PROFESSIONAL WORKING)

HINDI
(ELEMENTARY)

MALAYALAM
(NATIVE OR BILINGUAL)

REFERENCE

AVAILABLE ON REQUEST.
