

Md Umar Farooq

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SUMMARY

I am seeking a role wherein, apart from working in a challenging arena, I can get the opportunity to work with experienced and enthusiastic people and thereby learn from them as eagerness to learn has always preceded in my priorities. On top of that align my interests in the logistics sector with my profession.

TECHNICAL & SOFT SKILLS

MS Excel, MS PowerPoint, MS Word, Google Workspace, IBM SPSS (Intermediate), Leadership, Teamwork, Dedication.

EDUCATION

Bachelor of Management Studies, Land Transportation Management

Delhi Skill and Entrepreneurship University • New Delhi, INDIA • 2024 • SGPA - 8.52

Higher Secondary Certificate (Commerce)

Sarvodaya Bal Vid No 1 School • Delhi • 2021

Secondary School Certificate

Sarvodaya Bal Vid No 1 School • Delhi • 2019

EXPERIENCE

EXIM OPERATIONS

GATEWAY DISTRIPARKS LIMITED

August 2023 - Present, Gurugram, Haryana

- Ensured regulatory compliance by meticulously verifying all essential documentation for Examination Job Order creation, including checklist, shipping bill, packing lists, and Annexure C.
- Ensured thorough verification of all essential documents held in custody before accepting final handover from customers, including the Let Export Order copy, Gate Pass copy, Forwarding Note, Invoice copy, Service Request Form, and Carting copy.
- Ensured the Let Export Order details with other documents to confirm accuracy and consistency across all export documentation processes.
- Updated Let Export Orders in an ERP system to ensure all the details about exporting goods are correct and up-to-date.
- Created Container Booking for export in the ERP system for the final journey means arranging for a container to transport goods to their destination for export.
- Ensured regulatory compliance by meticulously checking all the necessary documents required to create a loading job order. These documents include the Bill of Entry, Bill of Lading Copy, Shipping Line Letter, Packing List, Out of Charge Copy, and Empty Offloading Letter.

RAIL OPERATIONS

- Created a train loading plan based on port pendency shipments and as requirements.
- Created haulage for Export and Import Rakes, with and without hub and spoke.
- Cross-checked the shared plan with manual export documents.
- Attached export documents for billing and record purposes.
- Cross-checked between system-generated reports and manual reports post-clearance.
- Created rail journey and updated in ERP after yard departure.
- Mailed the rake dispatch report to stakeholders.
- Prepared the Rake Dispatch Report for Customs Authorities.
- Supervised with the help of FOIS, monitoring and updating information regarding both import and export rakes every two hours throughout a Shift.
- Inspected the rake after loading to verify the condition of the twist locks.
- Created Rake Handover Documents.
- Managed the logistical planning and execution of a regional rail network, ensuring the punctual dispatch and arrival of over 07 trains daily while maintaining a safety incident.

BONDED WAREHOUSE OPERATIONS

- Created a Carting order for export in the ERP system for Gate In the trailer.
- Created a Goods Receipt for received cargo by the custodian in the warehouse.
- Dealt with the Cargo involving Sec-59.
- Dealt with the Cargo involving Sec-57.
- Dealt with the Cargo involving Sec-49.
- Dealt with the Cargo involving Sec-48.

PROJECTS

The Status of Education in Slum Areas of Delhi, South West Region.

DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY • August 2022 – August 2022

Management Accounting.

Created The Financial Reports for a Fictitious Startup. • May 2023 – June 2023

ACHIEVEMENTS

India's Regional Rail Quiz Certification.

Ncert & Mygov. • 2023

DSEU-Chetak Jai-Krishna Logistics Youth Award 2022 (Land Transportation).

Delhi Skill and Entrepreneurship University • 2022

DSEU-Chetak Jai-Krishna Logistics Youth Award 2022 (E-Commerce).

Delhi Skill and Entrepreneurship University • 2022

INDUSTRIAL VISITS

Allcargo Logistics: Warehouse.

Apeejay Global Logistics Park: Warehouse.

Rhenus Logistics: Warehouse.

Gateway Rail Freight Limited : Inland Container Depot.

Hind Terminals Pvt. Ltd.: Inland Container Depot.

India Warehousing Show: 2022.

Skyways Group: Transit Warehouse.

WORKSHOPS

Digitization in Transportation.

Sustainable Development.

Supply Loop: A Sustainable Way.

MS - Excel Macro Workshop.

Indian Railways Logistics Operations & Innovations.

Supply Chain Management.