

## MUHAMMED JAUHAR AG

SHARJAH – U.A.E

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With **One year** experience as a **Logistic Clerk cum coordinator** in a Transportation Company Al-Ain (U.A.E) ,**One and Half year** experience as a **Procurement Assistant / Administration** in a Trading Concern, Kerala (India) , **Two** month Internship and **Four** month Thesis experience in the area of Logistics has given me confidence & knowledge to handle responsibilities and **currently** I am working as a **logistics coordinator** in a National Cable Industry(NCI) at **Sharjah,U.A.E** And also have a Valid **UAE Light Vehicle Driving License**.

### OBJECTIVE

To work in a quality organization this will provide me the right kind of opportunity to develop my skills, knowledge and to professionally grow in the organization.

### ACADEMICS

- |                |  |
|----------------|--|
| 1) Course      | : <b>Master of Business Administration (MBA).</b> (2015)                         |
| Course Subject | : Logistics and Shipping Management.   |
| Award          | : Course Successfully Completed from Vels University, Chennai-Tamilnadu – India. |
| 2) Course      | : <b>Bachelor of Business Management (B.B.M).</b> (2010)                         |
| Course Subject | : Accounting, Auditing, Costing, HRM, Marketing etc.                             |
| Award          | : Course Successfully Completed from Mangalore University, Karnataka – India.    |
| 3) Course      | : <b>PLUS TWO (12<sup>th</sup>)-Commerce</b> (2007)                              |
| Award          | : Course Successfully Completed from Higher Secondary Board, Kerala – India.     |

### KEY SKILLS

- **ERP- Baan Software**
- Customer relationship management
- Documentation Controller and Administrative Assistant
- Purchase Executive.
- Financial Analyst.
- Technical Skills (Ms.Dos, Ms. Windows, Ms. Word, Ms. Excel, Outlook).
- Communications Skills, Interpersonal Abilities
- Leadership/Management Skills, Planning/Organizing
- Self-Confidence, Willingness to Learn.

## ***PROFESSIONAL QUALIFICATION***

- Course : **Diploma in Practical and Computerized Financial Accounting.**  
(Computer Packages: **Tally**)
- Course : **Ms. Office** (Ms.Dos, Ms. Windows, Ms. Word, Ms. Excel)

## ***WORK EXPERIENCE***

- ✓ **logistics coordinator** (Pursuing )  
National Cable Industry(NCI), **Sharjah, U.A.E.**

### **KEY RESPONSIBILITIES**

- Co-ordination with Production & Planning.
- Co-Ordination with Customer / Sales Engineers for delivery.
- Co-ordination with Finance Dept with **Letter of Credit (L/C)**.
- **ERP** Integration to improve and streamline the transfer of maintenance and logistics information between IT systems.
- Arranges for the customs formalities and documentation for the inward and outward movement of goods.
- File maintenance
- Provide freight forwarder and export packer copies of purchase orders and consignments information, marks and color codes, if applicable, in accordance with latest company specifications.
- Review export shipping schedules for proper planning and scheduling of all export shipments
- Ensure proper marking and labeling used for all Export Cargo
- **Certificate of origin, Shipping order and Work order are issued** and ensure proper handling
- Ensure no items of materials or equipment shipped are against any law, rules or regulation.
- Ensure compliant recordkeeping of all outgoing ocean and road shipments and retain all communications pertaining to Traffic functions.
- ensuring that all documentation is in correct and clearance at Border is completed without any delay or hindrance.
- All incoming shipments are cleared without any delays, ensuring that shipments are cleared as per applicable port rules and customs regulations.
- Ensure preparation of monthly report of incoming and outgoing shipments for submission to Finance Dept.
- Monitor all incoming and outgoing shipments, and liaise with Freight forwarders to clear shipment at the earliest.
- Ensure all shipments are going under the various **INCOTERMS** for smooth clearance and proper distribution of goods.
- Ensure proper recordkeeping of **Invoice, Packing list and Delivery note** issued to send materials out of the plant.
- Provide local trucks for local trucking, based on size of the cargo.

- Comply with customs and regulatory requirements of all countries
  - Ensure that proper agreements exist with all the vendors with whom any business is transacted
  - Attend internal meetings and with freight forwarders.
  - Ensure that departments are staffed with adequate and competent people.
- ✓ **Procurement Assistant cum Administration** (From 2010 July to 2011 November )  
Sulfex Mattress Company, Kerala, India.

#### **KEY RESPONSIBILITIES**

- Responsible for working closely with the supplier and managing the companies' procurement activities.
  - Arranges for the customs formalities and documentation for the inward and outward movement of goods.
  - Process purchase requisitions / orders within purchasing authority.
  - Made arrangements and place orders for new stock and equipment whenever necessary.
  - Data Processing
  - File maintenance
  - communications
- ✓ **Logistic Clerk cum coordinator** (From 2012 June to 2013 July )  
Hatta General Transportation Est., Al-Ain, U.A.E

#### **KEY RESPONSIBILITIES**

- Arrangement of Materials
- Execute the delivery
- File maintenance
- Make Quotation and Invoice
- Received and recorded invoices and arranged payment
- Handle all petty cash & office supply expense account.
- Prepare regular reports and summaries of accounting activities.

### ***LANGUAGE PROFICIENCY***

**English , Hindi and Arabic**

### ***PARTICIPATION & SEMINARS***

- Participated in workshop on “Entrepreneurship **Orientation Program**”  
Organized by NSIC Technical Services Centre, Chennai, Tamilnadu, India.

### ***TRAINING & PROJECT SUMMARY***

- Thesis completed on “ **What are the Various Documents In Transportation For Different States**” during the period of **Four months** at M/s. Kerala Transport Company (KTC),Calicut,Kerala,India, under the guidance of Mr.S.Madangopal,Vels University, Chennai,Tamilnadu,India.

- Completed Two month Training and Internship in Kerala Transport Company(KTC), Kerala ,India entitled in the area of “**LOGISTICS**”

### ***LIGHT VEHICLE DRIVING LICENSE DETAILS (UAE)***

License Number: 1049233, Issue Date: 23-08-2012, **Expiry Date: 22-08-2022**

### ***EXTRA CURRICULAR ACTIVITIES & ACHIEVEMENTS***

- Kerala State Football Certificate.
- Member of the Student Council in College
- Actively participated in extra-curricular activities at School and College Level.

### ***PERSONAL DETAILS***

Date of birth : 26<sup>th</sup> September 1989  
Place of domicile : Kerala – INDIA  
Nationality : INDIAN  
Sex : Male  
Religion & Caste : ISLAM (Muslim)  
Passport No. : G 4843404  
Marital Status : Single  
**Visa Status : Employment Visa**

### ***REFERENCES***

- Mr. S.Madangopal, Assistant Professor, Department of Management Studies, Vels University, Chennai. Email: - [smgopal161@gmail.com](mailto:smgopal161@gmail.com), Ph. +91-9445215 361.
- Mr. Benny John, Assistant Professor, Department of Management Studies, Vels University, Chennai. Email: - [Bjohnmaa@gmail.com](mailto:Bjohnmaa@gmail.com), Ph. +91-9445 391 988.

### ***DECLARATION***

I hereby declare that the details furnished above are true and correct to the best of my knowledge.

Place: Sharjah  
Date: 18-04-2016

**(Muhammed Jauhar. A. G**