

# SHAIK FAREETH

TRANSPORT COORDINATOR

Phone: +971 58 910 2027

Location: Dubai, UAE

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Over 6 years of Experienced with coordinating transportation logistics to optimize Transport delivery schedules. Utilizes strategic planning to enhance efficiency and reduce operational costs in United Arab Emirates. Possess an MBA (Finance & Marketing) in History and expertise in Freight & Land Transport Operations, Fleet Management, Vendor Management and Supply Chain Management. Looking to leverage my knowledge and experience into a role. Experienced with coordinating transportation logistics to optimize Transport delivery schedules. Utilizes strategic planning to enhance efficiency and reduce operational costs.

## RELEVANT SKILLS

Transportation scheduling

Transportation planning

Supply chain coordination

Documentation handling

Dispatching coordination

Incident reporting

Teamwork and collaboration

Vehicle & Driver Management

Import & Export Shipment  
Handling

Route Planning

Container Movements

Health & Safety Measures

## PROFESSIONAL EXPERIENCE

TRANSPORT COORDINATOR (DOMESTIC & GCC)

ALLIED TRANSPORT COMPANY (ATC)

Dubai, UAE

DEC 2022- DEC 2023

- Established strong relationships with clients, resulting in repeat business and positive feedback.
- Coordinated multiple transport projects simultaneously, achieving successful completion within deadlines.
- To coordinate with Customers SCM department to get the jobs like Import shipments, Export Shipments, Local Domestic Moments inside UAE & GCC Movements. Based upon the Customer requirements will provide the Trucks & Trailers accordingly on daily basis.
- Dealing with Customers Import containers & Export containers. Based upon the placement schedule we will generate the tokens and place the truck & trailer to the Terminals on timely basis.
- To coordinate with Customer service Dept internally if any challenges we are facing at customer site will inform to the CS team they will help us to resolve that.
- We are mutually coordinate with Workshop team if there is any breakdown happened will generate the job card & replace the truck on customer site without affecting the KPI.
- On Daily basis we will collect the POD from the Drivers & Same day will send it to the Finance dept to billing against jobs.
- Cross border moments once loading finished we will monitor the truck to clear borders on timely basis. If any challenges, we are facing at border clearance we will inform to the customer by mail & try to rectify the clearance issue on timely basis.
- Recording the Day-to-Day activities on Shared Sheet by all Customers separately. (NESTLE, APPAREL, MPC, LOGISTICA and LANDMARK EXPEDITORS).
- Maintain the tracker on a daily basis and share it with the team leader.

- Scheduling the transportation of outgoing goods to meet customer requirements.
- Arranging & Deliver the Quotation as per the customer required destinations & Negotiation.
- Managed supply chain staff hiring, on boarding, training and appraisals. Coordinated forwarding transportation with Vendors / Sub Contractors.
- Advising to the drivers to maintain health and safety precautions measures like wearing safety Jacket, Safety shoes and Handcuffs.
- Meet on time delivery (OTD) requirements and follow on discrepancies with suppliers and Customer Service.
- Proficient to RTA vehicle Renewal & Import Clearance Activities in Dubai Customs.
- Health and Safety officer for the process of SQAS Assessment & Internal Auditor for ISO 9001, 14001& 45001.
- To providing guidelines about the traffic rules and regulations & Customer site traffic rules to the drivers.
- Take charge of investigations those customer complaints with regards to product delivery and other transportation-associated issues.

## **EDUCATION**

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### **Master of Business Administration (MBA)**

2013 to 2015

Anna University, Chennai INDIA

### **Bachelor of Business Administration (BBA)**

2010 to 2013

Bharathidasan University, Trichy INDIA

## **LANGUAGE**

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- English
- Hindi
- Tamil
- Malayalam

## **PERSONAL DETAILS**

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**DOB** : 06/07/1993

**NATIONALITY** : INDIAN

**PASSPORT #** : C5237383

**RELIGION** : MUSLIM

**VISIT VISA** : 2 MONTHS

## **DECLARATION**

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I hereby certify that all information above is true and correct as per as my knowledge is concerned.

**SHAIK FAREETH**