



Saifuddin Sheik Hafiz

LOGISTICS EXECUTIVE

Self-motivated individual with exceptional analytical and quantitative skills and an ability to drive the company's finances with a good team. seeking opportunities in Finance with a year of work experience

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📍 DUBAI, UAE

WORK EXPERIENCE

Logistics Executive In Transguard Emirates Group Security

10/2022 - Present

DUBAI, UAE

Achievements/Tasks

- Coordination with Customers for Import & Export Shipments.
- Coordination with Carriers & International Agents for all kinds of Inbound, Outbound & Transit Shipments.
- Coordination with team for shipments Delivery & Collection.
- Accordingly Follow-up Consignment's status up to the end.
- Coordination with Concerned Authorities for Inspection, Permit and Clearance etc.
- Well-versed in Documentation such as Import, Export, Local transport, Free zone.
- Customs Declaration in Dubai Trade (E-Mirsal 2), (Bill of Entry, ATA CARNET, Temporary Import/ Export & Transit Shipments, Cargo Transfer, Gate Pass, Online Inspection Request, Guarantee Claim Submission etc.)
- Preparing and Passing Exit Entry Certificate and Follow up Standard Guarantee's Claim Submissions.

ACCOUNTANT & MAINTENANCE MANAGER Galaxy Multipurpose Function Hall

03/2020 - 02/2022

KARNATAKA, INDIA

Achievements/Tasks

- Responsible for recording and reporting the cash flows.
- Responsible to ensure that staff and employees are paid on time
- Call customers who haven't paid balances owed and ask for payment

ACTIVITIES

Participated in the MAGNUM Fest, Mangalore University-2020

Panel member of online panel discussion "India/Chiha" "Make in India" conducted by Marketing Dept MBA MITE-2020.

Part of UBA project where my role was to conduct household survey for 5 villages with my team which provided me a snapshot of attitudes and behaviors - including thoughts, opinions, and comments about my target survey population.

Conducted a survey for IIM - Ahmedabad about the various products available in retail market

Served as ECO CLUB coordinator for 1 year in MBA.

Served as department & class coordinator for 2 years

SKILLS

MS OFFICE 365

COMMUNICATION

CUSTOMER ACQUISITION

NEGOTIATION

TEAM BUILDING

PROJECTS

SRI KRISHNA PACKAGING INDUSTRIES. (03/2021 - 04/2021)

- had undergone a project work on study of marketing strategy for Krishna packaging industry, where I examined and collected various information about the company, visited to their customer, prepared a survey
- questionnaire to its customers and analyzed there marketing
- test, graphs, findings giving suggestions and conclusion about the company

IDFC Bank (08/2020 - 09/2020)

- Had undergone virtual organization study in this bank. Where I had studied banks organizational profile, Framed Mckeny's 7s work framework and also framed Porter's 5 force models with reference to the virtual study. I had also analyzed the financial statement for 5 years and constructed ratio analysis.

EDUCATION

Master of Business Administration (MBA) Mangalore institute of technology and engineering

06/2019 - 07/2021

Specialized in marketing and
finance

Bachelor of Business Administration (BBA) Manjunath Pai memorial first grade college of professional and business Management

06/2016 - 08/2019

Specialized in tax and accounting

LANGUAGES

ENGLISH

Full Professional Proficiency

HINDI

Native or Bilingual Proficiency

KANNADA

Native or Bilingual Proficiency

TULU

Native or Bilingual Proficiency

INTERESTS

Bike riding

Football

Cooking

Singing