



Ansarudeen Nazar

LOGISTICS COORDINATOR

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- 📍 Jebel Ali, Dubai

PROFESSIONAL SUMMARY

An ambitious and disciplined person seeking a rewarding role in the field of logistics coordination, Export coordination and Shipping related documentation with a challenging Organization where I can put my professional skills and knowledge to help in the company's growth.

PERSONAL INFORMATION

Nationality : Indian
DOB: 25/07/1996
Marital status: Married
Passport No: V6808122
Visa status : Visit visa

EXPERTISE

Good verbal and written communication skills
Record management abilities
File management skills
Solid data entry skills
Preparation and drafting
Administrative support
Organisational skills
Coordination skills
Microsoft office advanced Excel and outlook
Falcon ERP

JOB EXPERIENCE

June 2022 - June 2024
Hotpack Packaging Industries L.L.C - Dubai - UAE

LOGISTICS COORDINATOR

- Coordinating with the shipping lines, transporters, clearing agents for Custom clearing, related parties and govt authorities for export shipments.
- Execution of export documentation (pre & post shipment) requirements for shipment which include Letter of Credit shipment, commercial invoice, packing list, Bill of Lading etc.
- Ensuring that all documentation meets Import regulations.

- Following the customers and shipping line for export and must know the status of all shipments.
- Arranging shipping documents in a timely manner without any discrepancies communicating concerned party (supplier and customer) to give shipping advice and share documents in a timely manner.
- Ensuring the compliance with customs regulations, shipping terms & HS code tariffs are followed to for all
- Preparing documents and application for Ministry of Economy Dubai Chamber of commerce (Certificate of origin CERTIFICATE)
- Processing all the documentation related to export such as BOE processing.
- BL follow-up
- Preparing commercial Invoice, Packing list in English and Arabic language and share to shipping team and clients.
- Sharing the Invoices to sales team for the payment purposes.
- Arranging Certificate of conformity and certificate of Analysis through third party agent
- Managing daily office operations, including scheduling, filing, and handling correspondence.
- Working closely with sales, logistics, and production teams to ensure accurate and on-time fulfillment of export orders.

EDUCATION

Bachelor of Arts (BA)

English literature, University of Calicut

2017 - 2020

Bachelor of Arts (BA)

Islamics and Human sciences, Nahjurrashad Islamic College

2015 - 2017

Master of Arts (MA)

Islamics and Human Science, Darul Huda Islamic University

2018 - 2020

LANGUAGES

English

Arabic

Hindi

Urdu

Malayalam

DECLARATION

I Confirm that the information provided by me above is true, Correct and Complete to the best of my knowledge and belief. Necessary documents will be submitted as per the requirements.