

TAOSEEF AHMAD

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Passport No.- R5724066 INDIAN, VISA Status - On Employment



SUMMARY

With over 10 years of experience in logistics and billing, I have managed shipment coordination, vendor and customer communication, and delivery orders in air and sea import operations. I am proficient in tools such as UFMS, Cello, and Tally ERP 9.0 for billing and shipment tracking, ensuring accurate and efficient processes. My expertise extends to overseeing warehouse operations, ensuring proper dispatch, and managing import shipments for timely delivery, while maintaining strong relationships with clients and vendors.

WORK EXPERIENCE

Executive, TRANS ORIENT LOGISTICS LLC

March 2023 - Present

- Handling Air and Sea Import/Export shipments, including mainland, free zone, and cross-stuffing operations.
- Managing Air and Sea custom clearance activities.
- Collecting Delivery Order (DO) from the shipping line and Dnata/Emirates.
- Preparing Bill of Entry (BOE) on Dubai Trade.
- Arranging vehicles for shipment delivery to the consignee's plant after completing custom clearance.
- Arranging MOFA attestation for relevant shipments.
- Submitting original documents to customs for processing.
- Opening or renewing customer codes on Dubai Trade.

Assistant Manager (Air Import Operations), J-ARK LOGISTICS PRIVATE LIMITED (Formally known as TAEWOONG LOGISTICS PRIVATE LIMITED)

Jan 2020 - Feb 2023

- Handled shipment & released delivery orders to CHA.
- Updated customers on current & new shipments and sent daily DSR.
- Followed up with vendors and CHA for custom clearance.
- Confirmed the status with airlines for existing shipments.
- Followed up on payments with customers.
- Created reports and updated job sheets daily with all shipment details & DSR.
- Provided all import shipment freight certificates to the consignee.
- Updated IGM & arrival status to the consignee.
- Released the delivery orders.
- Coordinated with agents to handle all shipments.
- Provided shipment status updates to clients with progress as required.

Senior Executive (Billing and Accounts)

- Managed CHA billing for Air Import & Sea Import operations.
- Handled local, branch, and overseas billing processes.
- Dispatched documents to clients after final billing.
- Utilized Cello software (Samsung portal) for BL creation, BMS report, and FR sheet updates.
- Updated EA sheets in Cello and other related tasks.
- Worked with UFMS (Korean software) & Tally ERP 9.0, Tally Gold for accounting processes.

Executive, KGL NETWORK PRIVATE LIMITED**Feb 2014 - Jan 2020**

- Used Elvis (Korean software) for billing management.
- Managed CHA billing for Air Import & Sea Import operations.
- Handled local, branch, and overseas billing processes.
- Dispatched documents to clients after final billing.

Logistics Officer, PEPSI CO INDIA HOLDING PRIVATE LIMITED**Mar 2012 - Sep 2012**

- Oversaw the dispatch of finished goods to distributors, customers, and other PepsiCo plants according to plans and instructions during the assigned shift.
- Supervised the loading of trucks and dispatch as per the loading slip.
- Managed and oversaw load/unload operations, including supervising staff such as load/unloaders, security, and forklift operators.
- Coordinated and allocated transport service providers to ensure smooth dispatches.
- Oversaw the stocking of finished goods and empty glass in the warehouse during the shift.
- Ensured proper unloading and dispatch procedures, including planning freight distribution to various distributors.
- Managed warehouse operations, ensuring FIFO and effective stock/inventory management, and worked with SAP for operational tasks.

SKILLS

- **MS - Word**
- **MS- PowerPoint**
- **MS- Excel**
- **MS- Outlook**
- **Accounting**
- **Tally**

EDUCATION**Bachelor of Arts****2011**

Dr. Ram Manohar Lohia Awadh University

Class XII**2008**

Rananjay Inter College

Class X**2006**Q.S.V.H.S. School
