



# Imtiaz Alam

Sea Operation Executive

## PROFESSIONAL SUMMARY

Experienced **Sea Operation Executive** at TAM Logistics L.L.C with **2 years** of expertise in maritime logistics, shipping documentation, and port operations. Skilled in managing sea transport operations, overseeing vessel schedules, and ensuring regulatory compliance. Proficient in preparing and reviewing essential documents, including Bills of Lading, Commercial Invoices, and Certificates of Origin. Strong background in coordinating with banks for the timely processing of shipping documents under UCP 600 guidelines. Adept at negotiating freight rates, optimizing operational efficiency, and maintaining effective communication with clients and stakeholders. In-depth knowledge of Dubai ports and logistics platforms such as DP World and EDAS.

## WORK EXPERIENCE

### Sea operation Executive

#### TAM LOGISTICS L.L.C

2023-till date

- Prepared and reviewed shipping documentation, including Bills of Lading, Commercial Invoices, Packing Lists, and Certificates of Origin, ensuring compliance with trade contracts and Letters of Credit.
- Coordinated with banks for the submission and verification of shipping documents under UCP 600 guidelines, ensuring accurate and timely processing of payments.
- Comprehensive knowledge of DUBAI, EDAS, ZAJEEL, DPWORLD and Dubai municipality sites
- Experienced sea operation executive with a strong understanding of maritime logistics.
- Proficient in coordinating and managing sea transport operations.
- Skilled in overseeing vessel schedules, cargo handling, and ensuring compliance with regulations.
- Excellent knowledge of port operations, customs procedures, and documentation.
- Proven ability to collaborate with cross-functional teams and optimize operational efficiency.
- Negotiated freight rates and service agreements with shipping lines, optimizing cost efficiency.
- Maintained strong communication with clients, shipping agents, and internal teams to ensure smooth workflow and high customer satisfaction.

### Field Officer

#### JEN INTERNATIONAL | PAKISTAN

2022-2023

- Coordinated emergency relief operations in disaster-affected areas, providing essential aid such as food, water, and shelter.
- Conducted on-ground assessments to evaluate damage and determine the needs of impacted communities.
- Collaborated with local authorities, community leaders, and partner organizations to ensure effective and timely response efforts.
- Monitored and reported the progress of relief activities, ensuring transparency and accountability.
- Participated in post-disaster recovery projects, including infrastructure rebuilding and community resilience programs.
- Trained and managed volunteers to enhance disaster preparedness and response capacities in local communities.

### Field Officer

#### NIDA PAKISTAN | PAKISTAN

2018-2019

- Implemented and monitored education programs to increase enrolment and retention rates of children and girls in underprivileged communities.
- Conducted awareness campaigns and engaged with parents, community leaders, and authorities to promote girls' education.
- Collected, analysed, and reported field data to assess program impact and resolve barriers such as financial and cultural constraints.
- Organized workshops, developed educational materials, and collaborated with schools to improve educational quality and promote gender equality.

## PERSONAL INFORMATION

- Nationality : Pakistani
- Date of Birth : 01|01|1999
- Gender : Male
- Marital Status : Single
- Language : English,Urdu, Pashto

## CONTACT ME

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- ✉ emptybhai78@gmail.com
- 📍 Dubai , UAE

## EDUCATION

### MA English

University Of Malakand KP ,  
Pakistan  
2020 - 2021

## TECHNICAL SKILLS

- MS Office
- Dubai Trade BOEs
- Mofaic
- Dubai Municipality

## SKILLS

- Project management
- Creative Design
- Strong Decision Maker
- Innovative
- Complex Problem Solver
- Service- Focused