



Logistics & Operations Coordinator *cum* Accounting & Finance Assistant

Hardworking individual with experience in supply chain management and warehouse operations. Proven track record of successfully managing multiple projects, ensuring timely deliveries and cost-effectively optimizing logistics operations. Possesses strong leadership and organizational skills, with a proven ability to motivate teams and build partnerships. Highly organized and detail-oriented with excellent problem-solving and communication skills.

PREMIE LABAJANAN

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Skill Highlights

- Dubai Trade
- Dubai Chamber
- JAFZA Portal
- Zajel
- Calogi
- DPAMan & SAS System
- Dubai South Masary Portal
- FTA Portal
- United Arab Emirates of Climate Change & Environment
- PCFC/ Tasreeh
- Ministry of Foreign Affairs
- Dubai Municipality
- JCTrans
- Customer Service
- Problem-solving
- Logistics Planning
- Shipping Coordination
- Import & Export Operations
- Price Quote Preparation
- Accounts Payable & Receivable
- Bank Reconciliation
- Tax Preparation

PROFESSIONAL EXPERIENCE

LOGISTICS & OPERATIONS COORDINATOR

Sparrow Shipping LLC, Dubai, UAE | November 2023- February 2025

▪ Logistics & Operations Coordinator

- Coordinated daily logistics activities for timely order fulfillment and customer satisfaction.
- Tracked orders and notified customers of status or potential delays.
- Trained new employees on logistics procedures, promoting a consistent approach across the team.
- Collaborated with sales and customer service teams to address client concerns and expedite orders when necessary.
- Ensured compliance with industry regulations, reducing the risk of fines or penalties.
- Coordinated with suppliers to ensure timely delivery of goods, minimizing stockouts.
- Developed relationships with key vendors, securing preferential treatment in pricing and terms negotiation.
- Prepared and presented reports to management on logistics performance.
- Maintained excellent working relationships with customers by efficiently responding to inquiries and complaints.
- Coordinated shipments and tracked progress to facilitate timely delivery.
- Researched ideal shipping techniques, routing and carriers to obtain most cost-effective pricing.
- Conducted regular audits of logistics operations, identifying areas for improvement and implementing corrective actions as needed.
- Coordinated daily logistics activities for timely order fulfillment and customer satisfaction.

▪ Accounting & Finance Assistance

- Processed payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
- Managed high-volume invoice processing tasks while consistently meeting tight deadlines for vendor payments.
- Expedited invoice processing with effective communication between internal departments and external vendors.
- Processed credit card payments and reconciled credit card statements for accuracy in accounting process.
- Facilitated smooth financial audits by maintaining organized records and providing necessary documentation to auditors.
- Managed accounts payable and receivable, ensuring timely processing of invoices and payments.
- Assisted in tax preparation, ensuring accurate and compliant submissions.
- Facilitated smoother audits by preparing necessary documentation and supporting materials.

Education

Computer Secretarial

Skill Power Institute (Philippines)

2005-2007

Certification

- Calogi Certificate
- Basic Accounting 1
- Certified Logistics Supply Chain Management Professional (On going class to Zabeel Institute Ref Roll No.: BD51810)

Personal Information

Date of Birth: May 01, 1989

Age : 35 y/o

Gender : Female

Nationality : Filipino

Marital Status: Married

Visa Status : Husband Visa

- Assisted in preparing monthly financial statements, contributing to transparent and accurate financial reporting.
- Input financial data and produced reports using JBM.
- Recorded deposits, reconciled monthly bank accounts and tracked expenses.
- Matched purchase orders with invoices and recorded necessary information.
- Contributed to cash flow management, monitoring incoming and outgoing transactions.

LOGISTICS & OPERATIONS SUPERVISOR

M H S Shipping, Jebel Ali Freezone | 2018-2023

- **Customs Clearance Executive (Import, Export & Bounded Warehouse)**
 - Processing Declarations in Mirsal II both for Import & Export.
 - Coordinating with shipping line/freight forwarder for D.O/NOC collection.
 - Data Entry in DPAMan (Manifesting) & SAS System (Transshipment D/O & SAS ED)
 - Issuing a Delivery Order and NOC to CNEE shipment through Dubai Trade.
 - Booking Customs Inspections and Import goods collection through Calogi.
 - Coordinating with Dubai Customs & Port Authorities.
 - Liaising with carriers and shipping agents as per the client requirement.
 - Preparing customs documentation documents such as invoice, packing list, BL instructions and other clearing certificates as needed.
 - Generating JAFZA Local Gate Pass, DWC Gate Pass and PCFC.
 - Booking of the shipment via Air & Sea (FCLC/LCL shipment)
 - Coordinating and arranging the transport for smooth delivery.
- **Logistics Supervisor**
 - Checking the Customs Submission Documents.
 - Monitoring the perspective documents of Non-Remittance and Duty/Deposit Customs Claims.
 - Drafting excisable codes on FTA portal and generating FTA certificate.
 - Managing the Inventory.
 - Registers reports for Import and Export jobs.
 - To ensure the good relation to a clients, & creditors.
 - Coordinating with PRO for documents collection, submission and inspection.
 - Sending pre-alerts/ pre-advice/ Arrival notice to consignees.
 - Knowledge of preparing documents for FTA & Vat return filling.
- **Accounting & Administrative Executive (Ad-hocs Tasks)**
 - Prepares and process company license document requirements.
 - Prepares document requirements for company bank opening.
 - Entering the cost per shipment.
 - Preparing the Invoice for a client.
 - Verifying the statement of account of debtors & creditors.
 - Handling office petty cash.
 - Works on I-pack and Tally.

Procurement cum Admin Assist/Sales Rep. cum Accounting Staff

Royal Cosmetics Trading Co LLC, Deira Dubai | 2012-2018

- **Procurement cum Admin Executive**
 - Managing and organizing every step of import good purchased from order replacement to warehousing stocks.
 - Negotiate Supplier prices, Contracts payment terms & Conditions.
 - Interacting and working with customers, suppliers, carriers, and other stakeholders to guarantee efficient operations and on-time product delivery