

William Lobo

Visa Status: Visit Visa

Current Location: Sharjah, UAE

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Career Objective

To grab an opportunity and set myself a goal where I can be innovative and attain a challenging position by exercising my interpersonal and professional skills to the fullest for the growth of the organization and mine as well.

Professional Experience

I. GAC (Gulf Agency Bahrain WLL) - Air Freight Coordinator from 7th May 2023 to 9th July 2023.

- Ensure agents/clients supply proper documents to open job files and record shipping data accurately.
- Reconcile and verify the data entered and generate various related documents (MAWB/HAWB/CAN/POD/GAC track events, etc.)
- Ensure that cargo arrival notifications with charges are dispatched to customers within set time frames.
- Send notifications with charges to customers on the same day of arrival.
- Ensure timely availability of delivery orders.
- Smooth running of shipments, customs clearance & delivery.
- Coordination with customs clearing brokers and agents for smooth clearance.
- Compliance with schedules and meeting deadlines.
- Prepare Airway Bills as per IATA rules and regulations.
- Coordinate with Transport Department for cargo delivery.
- Pass job files for accounting. Check the job and ensure all supplier invoices are executed. Ensure prompt billing.
- Perform task delegated by department colleagues and any other responsibility as per Management requirements.

II. Aramex Bahrain WLL- Operation Executive from 27th February 2019 to April 29th, 2023.

- Handling particular on Export Shipments, Import & transit Shipments. (Air and Land)
- Execution of Shipments AWB (MAWB, HAWB, Manifest, Labels etc.,)
- Ensure that shipments are picked up and delivered as per time frame.
- Finalize agreements with airlines, trucking suppliers, in line with freight standards.
- Ensure good communication with the customer service and sales team
- Handling of Dangerous goods, as per IATA rules & regulations.
- Handling And Preparation of import/export/transshipment BOE/permits with clearance.
- Dealing With operational improvements.
- Sending of pre-alert to agents, emailing HAWB / documents to shipper, etc.
- Maintains positive and respectful attitude while working independently, in a team environment.

III. Shereen Tower Construction - Accounting Assistant from 29th April 2018 to 25th February 2019

- Providing support to the Accounting Department.
- Performing basic office tasks in filing, data entry, attend calls, processing the mail, etc.
- Handling communications with clients and vendors.
- Processing transactions, issuing cheques, and updating ledgers, budgets, etc.
- Assisting with audits, fact checks, and resolving discrepancies.

IV. Decathlon Sports India Pvt. Ltd. as Retail Logistician from 15th September, 2017 to 28th January 2018

- Dispatch process and packaging standards.
- Preparing Document work for transportation.
- Train new member for better customer satisfaction.
- Order fulfilling of all website orders, operating both on B2B and B2C (through different carriers)
- Overall responsibility to support Omni commerce team with order fulfillment from warehouse.
- Fulfilling customer with minimal mistakes
- Responsible for order fulfillment and implementation of marketplace (Snapdeal, Flipkart) project in Omni commerce platform

V. Sambodhi Research and Communication Pvt. Ltd. as Data executive cum Administrative assistant from November 2013 to Jan 2015.

A study on health research title 'IMATCHINE' improving maternal and child health in India

- Procure to pay, Invoice Processing, Vendor Management
- Follow-up and timely closure of payments and month end closing activity.

Academic Details

- **Master of Commerce (2015-17)** in Logistics and Supply Chain at Manipal University.
- **Bachelor of Commerce (2010-13)** at Mangalore University.
- **+2 Stream(2008-10)** at Karnataka Pre University board

Certifications

- Functional certificate program on Logistics and Supply Chain Management from **CII (Confederation of Indian Industry, Institute of Logistics)** in October 2015 and March 2016.
- Soft Skill Training certificate from Ramakrishna Hegde Skill Development Centre (A Unit of Konkan Rail Academy) in April 2016.

Technical skills

- Knowledge of MS Office (MS excel, PowerPoint, MS word,) and Internet
- Basic knowledge of Tally ERP 9.0
- Cargo Wise, GAC Freight/Login and Freight Tracking system(FTS)

Internships/Project Reports

I. **Summer Internships Projects:** Shakthi Plastics Ltd., Barkur-A project with title "**A study on Production Process and Inventory Management at Shakthi Plastics**"

II. **Local Internship Projects:** Vishwas Tyres, Brahmavar- A project with title "**A study on inventory management of safety stock at Vishwas tyres**"

Hobbies/Interests

- Playing Cricket, Volleyball, Badminton, Kho-Kho.
- Athletics: Good with both field event (High jump, Long jump) and track events (100mtrs, 200mtrs, 400mtrs).

Personal Details

Date of Birth: 31st July 1992

Languages: English, Hindi, Kannada, Tulu, Konkani

Nationality: Indian

Passport Details:

Passport No: Y9036595

Date of Expiry: 31-08-2033

Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Date:

William Lobo