



RAFIT FAZAL QURESHI

Logistics executive

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Dubai (UAE) & Mumbai (India)

Skills

Dynamic and results-oriented Logistics Executive with over 1 years of experience in managing supply chain operations, logistics planning, inventory management, and transportation coordination. Proven track record of optimizing logistics procedures, reducing operational costs, and ensuring timely deliveries across diverse industries. Strong communication and leadership skills with a keen understanding of Dubai's logistics market and regulations & 4-year experience in IT industry as a HR talent acquisition.

Experience

V LINK LOGISTIC:

Dubai

Logistics Coordinator

05/2024 - Now

- Assisted in planning and coordinating daily logistics activities, including warehouse organization, stock control, and transportation scheduling.
- Monitor and track shipments to ensure timely delivery and resolve any issues that may arise
- Arranging Freight Costs for Budgetary Purposes and coordinating with Freight Forwarders
- Maintain accurate records of all Export & Import transactions.
- Prepare and process Export & import documentation, including invoices, bills of lading, and customs declarations.
- Knowledge in Dubai Trade web Portal Mirsal I (Export, FZE Export, and FZE Transit & Transfer
- Supported the logistics team in ensuring that goods were dispatched and delivered on time.
- Managed customer communications regarding order statuses and delivery schedules.
- Coordinate with transporting team & customs clearance officers for smooth clearance and delivery of shipments.
- Knowledge of Exit submission to Dubai Customs

Unistanz software private limited (Product Based firm)

Mumbai

Sr Acquisition/ Recruiter

01/2019 -08/2022

- Supported senior IT recruiters in sourcing and screening candidates for various IT positions.
- Assisted in organizing job fairs, campus recruitment events, and employer branding initiatives.
- Conducted initial phone screenings and assisted with the coordination of video calls & in-person interviews
- Maintained candidate databases and ensured accurate and up-to-date candidate records.
- Coordinated with candidates to schedule interviews and follow-up on post-interview feedback.
- Negotiate and extend job offers, ensuring alignment with company policies and competitive market standards.

NCG - Net Connect Global

Mumbai/Bangalore

Talent Acquisition Specialist

01/2023 -12/2024

- Lead and execute end-to-end IT recruitment processes, including sourcing, screening, interviewing, and hiring top IT talent.
- Develop and implement innovative sourcing strategies to attract passive candidates through social media, professional networks, and other channels.
- Partner with hiring managers to understand their technical requirements, team dynamics, and organizational objectives to ensure successful talent acquisition.
- Mentor and provide guidance to junior recruiters and recruitment assistants, fostering their professional development.
- Establish and maintain strong relationships with candidates, providing regular feedback and ensuring a positive candidate experience.
- Collaborate with HR and hiring managers to continuously improve recruitment processes and implement recruitment best practices.
- Manage the recruitment process for multiple positions simultaneously, maintaining attention to detail and adhering to deadlines.
- Utilize applicant tracking systems (ATS) to track candidate progress, manage requisitions, and generate recruitment reports for data-driven decision-making.
- Negotiate and extend job offers, ensuring alignment with company policies and competitive market standards.

Education

Mumbai University Mumbai (India)
B.com (HR& Accounting) 2018

Microsoft 360 course Location
Microsoft Excel, Microsoft Word, Microsoft PowerPoint, 2018

Personal Details

PAN CARD- AAYPQ6249B Date of Birth-24/07/1996

Nationality- Indian Visa-

Marital Status-Married Passport No-X8596430

