



Mohammed Ashique Ismail

Logistics Coordinator

I am working for a Shipping Agency under Logistics department as a Logistic Coordinator. I was awarded as the Best Employee Of The Month (June-2021). I can work under pressure and handle the situation with ease, work both in a team and independently. I value time management and willing to learn new skills. I believe my qualities will add value to your team and company.

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ismail201177@gmail.com

Dubai, United Arab Emirates

DOB: Oct. 28, 1994

UAE Driving License: Yes

Visa Expiration Date: Feb. 22, 2025

WORK EXPERIENCE

LOGISTICS COORDINATOR

YACHT INTERNATIONAL CO. LLC | DUBAI, UAE

Dec. 2020 - Present

- In my four years experience as a Logistics Coordinator in a Shipping Agency, I have acquired skills focusing on Customs Clearance (Import/Export) of Ship spares in UAE (Air/Sea/Land); processing of Customs Bill of Entry via Dubai Trade (Mirsal II), and Sharjah/Khor Fakkan Customs portal.
- Coordinating with local forwarder for Sea freight shipment clearance; booking Appointment for DNATA Shipments in Calogi portal; arranging Courier shipments via DHL portal.
- Coordinating with the terminal if any discrepancies in the shipment and informing client accordingly. Arranging third party transport in case of emergencies.
- Maintaining record of shipments (Incoming/Delivered/Exported), job designation and coordination with the internal departments.
- Handling Customs documentation including but not limited to submission of Customs documents (claim) in Dubai Trade for refund of deposit amount, E-clearances, submission of original documents (Import/Export) via Zajel and attesting the Import documents in MOFA.
- Providing quotation for export clearances; ensuring all related invoice receipts are handed-over for accounting matters.

SERVICE EXPERT

LIVSPACE | HYDERABAD, INDIA

May 2019 - Jun. 2020

- Collecting the Sign-off documents(Architectural drawings with client agreed designs) from the designer, getting all the details of the project via KT (knowledge transfer).
- Preparing timeline for each job and providing the client with an approximate project completion date.
- Coordinating with the service provider and ensuring efficient execution of drawings on-site as per given details.
- Liaising between client, project manager, designer and sales executive for the work progress.
- First point of contact of any occurrences on site for further escalation to the concerned department.

SITE ENGINEER

D E C INFRASTRUCTURE & PROJECTS PVT. LTD | HYDERABAD, INDIA

Mar. 2018 - Feb. 2019

- Supervising of on-site staff, ensuring that plan are being executed in a timely manner.
- Maintaining records of inventory; providing daily report to the Project Manager.
- In charge with work delegation and guiding of on-site staff for better understanding of structural plan.

EDUCATION

BACHELOR OF ENGINEERING - CIVIL

GAYATRI VIDYA PARISHAD

Jun. 2013 - Apr. 2017

SKILLS

Time Management
Organizational Skills
Microsoft Office
Presentation Skills
Problem Solving
Team Leadership
Incident Management
C (Programming Language)
Engineering
AutoCAD

LANGUAGES

English **Fluent**
Hindi **Fluent**
Telugu **Conversational**

CHARACTER REFERENCE

MS. JENNIFER SAVIO

Yacht International Co. LLC

Fujairah, UAE

HR Admin

+971 56 997 7520

I hereby certify that the above information are true and correct to the best of my knowledge.

Mohammed Ashique Ismail

Applicant