



IMRAN SHAIK

PROFESSIONAL SUMMARY

Having **7+ Years** of Experience in **Shipping & Logistics** as a **Logistics Coordinator**, specializing in Logistics Operations, MIS and being involved in Custom Clearances.



imran.sk415@gmail.com



+ 971 – 545169160
+ 971 – 563515617



@ HOR AL ANZ, DUBAI, (U.A.E)

SKILLS

- ✓ Cargo Handling
- ✓ Documentation and Compliance
- ✓ Fleet Management
- ✓ Supply Chain Logistics
- ✓ Data Analysis
- ✓ Invoice Processing
- ✓ Problem-Solving Skills
- ✓ Logistics Software Proficiency
- ✓ Excel Proficiency
- ✓ Attention to Detail
- ✓ Communication and Coordination
- ✓ Analytical Skills
- ✓ Time Management and Multitasking
- ✓ Negotiation
- ✓ Knowledge of International Trade Regulations

WORK EXPOSURE

- 1. COMPANY : Sri Kamakshithai Logistics Pvt Ltd,**
ROLE : Logistics Coordinator(Operations)
DURATION : January 2016 – October 2023
 Adani Krishnapatnam Port, Nellore, Andhra Pradesh, India.
- Proficiency in preparing, managing, and submitting accurate customs documentation such as manifests, invoices, bills of lading, and certificates of origin.
 - Experience in verifying and ensuring the accuracy and completeness of documentation required for customs clearance.
 - Analyzing logistics data to identify trends, track key performance indicators (KPIs), and generate reports for management to improve operational efficiency.
 - Identifying opportunities for process improvements within the logistics operations to enhance efficiency, reduce costs, and streamline workflows.
 - Staying updated on transportation regulations, trade laws, and compliance requirements to ensure adherence to legal standards.
 - Managing container inventory within the terminal, maintaining accurate records of container movements, tracking their locations, and ensuring proper inventory control.
 - Maintaining communication with relevant stakeholders, providing updates on container movements, addressing any operational issues, and generating reports on container handling activities.
 - Implementing security protocols and safety measures to protect containers from theft, damage, or unauthorized access within the terminal premises.
 - Analyzing container handling operations post-vessel arrival, identifying areas for improvement in efficiency, cost-effectiveness, and overall operational performance.
 - Organizing and coordinating the transportation of goods, ensuring timely delivery while optimizing costs. This involves scheduling pickups, arranging carriers, and tracking shipments.

LANGUAGES

English

Professional

Hindi

Fluent

Telugu

Fluent

Urdu

Native

2. COMPANY : East Coast Logistics Pvt Ltd.,

ROLE : Operations Executive - Bulk Cargo Transportation

DURATION : June 2014 - December 2015

 Adani Krishnapatnam Port, Nellore, Andhra Pradesh, India.

- Transported deliveries locally and over the road.
- Safely loaded and unloaded deliveries according to size of load and content description.
- Submitted all delivery documentation in a timely manner.
- Maintain the daily dispatch reports for billing purposes.
- Maintained a daily waybills and invoices for transportation.
- Maintained a daily, legible DOT log book and submitted corresponding documents.
- Completed basic maintenance such as minor repairs to keep vehicle neat and running properly.
- Reported all accidents, damage and malfunctions involving company equipment to management.
- Inspected the truck for defects and safe operating condition before, during and after trips.
- Checked shipping papers to determine the nature of load and checked for the presence of hazardous materials.
- Established and maintained excellent customer relationships.
- Loaded and unloaded freight to assure safety and minimize risk of damage and dangerous conditions.

PERSONAL DETAILS

Father Name : Shaik Sandhani

Date of Birth : 31-03-1992

Gender : Male

Religion : Islam

Nationality : Indian

Marital Status : Married

Driving License : Yes (Indian)

Visa Status : Visit

Passport : Y8206827

Date of Issue : 11-08-2023

Date of Expiry : 10-08-2033

EDUCATION

Bachelor of Technology : Electronics & Communication Engineering
JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY, Anantapur, Andhra Pradesh.
May 2009 - May 2013 (**Got 65.69%**)

High School Diploma : MPC
SRI BHARATI JUNIOR COLLEGE, Nellore, Andhra Pradesh.
April 2009 (**Got 69.1%**)

High School : SSC
CSM HIGH SCHOOL, Guduru, Andhra Pradesh.
March 2007 (**Got 70.83%**)

DECLARATION

I hereby declare that above information is correct to the best of my knowledge and belief.

PLACE: Dubai

DATE :

(IMRAN SHAIK)