

# MOHAMED ASFAR

## LOGISTICS ADMINISTRATOR

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Al Rashidiyah Dubai, United Arab Emirates



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Dedicated Logistics Administrator with 2 years of UAE experience in coordinating shipments, managing import/export documentation, and ensuring smooth supply chain operations. Skilled in handling customs procedures, tracking deliveries, and using logistics software. Seeking a Logistics Coordinator role in Dubai or Jebel Ali to leverage my expertise and contribute to efficient logistics management.

## WORK EXPERIENCE

### LOGISTICS ADMINISTRATOR

**Elenco General Trading Company Sole Proprietorship LLC - Abu Dhabi, UAE**

August 2023 - June 2025

- Arranged shipments (air, sea, land) with freight forwarders and shipping companies.
- Tracked and monitored shipments to ensure timely delivery.
- Managed delays or route changes and communicated updates to stakeholders.
- Prepared import/export documents including Bill of Lading, Commercial Invoice, Packing List, and Certificate of Origin.
- Coordinated with customs agents to ensure all duties and taxes were handled efficiently.
- Tracked clearance status and resolved issues for shipments on hold.
- Communicated with warehouse teams regarding receiving, storing, and dispatching goods.
- Updated inventory and stock movement records as needed.
- Responded to shipment inquiries and followed up with vendors, suppliers, and customers on delivery schedules.
- Maintained shipping logs and databases.
- Generated daily and weekly reports on shipment status for management.

### WAREHOUSE ASSOCIATE - LOGISTICS OPERATIONS

**Pon Pure Logistics Pvt. Ltd - Chennai, India**

March 2021 - March 2023

- **Shipment Scanning and Sorting:** Efficiently scanned and sorted shipments, ensuring accurate and timely delivery.
- **Return to Origin (RTO) Department:** Handled returned shipments, ensuring proper documentation and processing.
- **Semi-Large Shipment Area:** Managed and organized semi-large shipments to optimize warehouse space and improve workflow.
- **Inbound and Outbound Operations:** Assisted in both receiving (inbound) and shipping (outbound) processes, ensuring smooth logistics operations.
- **Sorting Center Warehouse:** Worked in the sorting center to categorize and route packages correctly.

- **Inventory Management:** Assisted with basic inventory tasks, including stock counts and updating product sheets.
- **E-commerce Logistics:** Supported e-commerce operations by preparing and processing orders for dispatch.
- **Inward and outward:** The Bulk shipment received stock to keep follow on Delivery to dispatch Timely

## CERTIFICATIONS

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- **Diploma in Import & Export Management Online Course**

## EDUCATIONAL HISTORY

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### POST GRADUATE IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Jamal Mohamed Institute of management, Tamil Nadu, India  
2019 - 2021

### GRADUATION: BACHELOR OF BUSINESS ADMINISTRATION

Annai College of Arts and Science, Tamil Nadu, India  
2016 - 2018

## RELEVANT SKILLS

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|--|---|
| ● Supply Chain & Logistic Management     | ● Logistics & Shipping Operations                       |
| ● Shipment Coordination (Air, Sea, Land) | ● Knowledge of Abu Dhabi Chamber of Commerce procedures |
| ● Import & Export Documentation          | ● Experience with logistics software and ERP systems,   |
| ● Customs Clearance Support              | ● Communication & Problem Solving                       |
| ● Microsoft Office (Excel, Word)         | ● Team Collaboration                                    |

## PERSONAL DETAILS

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- Date of Birth : 02 May 1998
- Nationality : Indian
- Marital Status : Single
- Visa Status: Visiting Visa
- Passport No :W2753143
- UAE License: Manual
- Languages Known: English, Tamil, Hindi, Malayalam

## DECLARATION

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I hereby declare that the information provided in this resume is true and accurate to the best of my knowledge. I am committed to upholding the values of integrity and professionalism in all my endeavors.

**Mohamed Asfar**

