

# LOARSON NORONHA

Import-Export, Logistics, Customer Service, Supply-chain Coordination

Dubai United Arab Emirates

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## WEBSITES AND SOCIAL LINKS

<https://www.linkedin.com/in/loarson-noronha-971330159/>

## SUMMARY

Dynamic Customer Executive & Logistics Coordinator with a passion for enhancing Customer Service, Sales, and Import-Export Operations. Eager to bring expertise in customer coordination and drive success in your team.

## EXPERIENCE

- ❖ Logistics Executive, Parker Express Shipping LLC ..... Dec 2022 — Sep 2024  
Dubai, UAE
  - Facilitated customs clearance operations using Dubai Trade Portal and ensured accurate documentation submission via Mirsal 2.
  - Prepared and obtained Certificates of Origin from the Dubai Chamber for international shipments.
  - Handled all documentation for customs clearance, including invoices, packing lists, and bills of lading, reducing clearance delays
  - Processed and managed customs duty exemption request for imported Goods in compliance with UAE regulations and trade agreements.(via: moiat.gov.ae)
  - Managed invoice and coo attestation through EDAS 2.0, ensuring compliance with UAE customs regulations and standards.
  - Managed delivery order (do) assurance and ensured timely payment to release goods from shipping lines.
- ❖ Operation, Sales & Logistics Coordinator, MATCO PACKAGING LLC ..... Mar 2018 — Nov 2022  
Dubai, UAE
  - Review and improve production process workflow with setting proper schedules, handling all requirements regarding manpower needs, run time, changeover time as well as overtime etc. Aligning with minimizing cost and maximizing profit.
  - Support sales team with their daily technical needs, perform root cause analysis and solve problems.
  - Worked closely with freight forwarders and regulatory bodies to ensure compliance with Dubai Chamber of Commerce standards.
  - Serve as a bridge between supply chain, warehouse & production departments to ensure and deliver the best workflow practice.
  - Coordinating with suppliers for external operations.
  - Manage the technical supportive day-to-day tasks for production and supply chain departments.
  - Managed customer accounts and customer relationships.
- ❖ Logistics Coordinator, MANGALORE EARTH MOVERS ..... Mar 2017 — Jan 2018  
Mangalore, India
- ❖ Logistics Coordinator & Customer Service, NEW ALL INDIA ROADLINES ..... May 2015 — Jan 2016  
Mangalore, India

## EDUCATION

- ❖ St Aloysius College ..... 2012 — 2015  
*Bachelor of Science, Computer Application* Mangalore, India

## SKILLS

IT SKILLS- MS Office Suites, CRM portals, FRESCA  
Customer & Suppliers Portals  
E-Mirsal (Dubai Trade Portal, MOFA attestation)

Import-Export, Trade Documents  
Logistics & Transportation

## LANGUAGES

English, Hindi, Kannada, Malayalam, Tulu, Konkani

## ACHIEVEMENTS

- Efficiently reduced idle manpower & vehicle cost
- Successfully collaboration with Freight Forwarder for annual margin

## CERTIFICATIONS AND LICENCE

EXIM and Trade Documentation

## PERSONAL

Driving License: Indian & UAE  
Date of Birth: 31-12-1994  
Nationality: Indian  
Visa- Visit (Immediate joining)  
Passport- Valid 2034

## HOBBIES AND INTEREST

Sports, Pet Sitter, Gardening, Gymming, Browsing

## REFERENCE

Reference available upon request