

Dear Hiring Manager,

With over a 10+ years of hands-on experience in logistics, customs operation, and customer service, I am eager to bring my expertise and problem-solving skills to your esteemed organization. My background in coordinating end-to-end logistics operations, including import/export, customs clearance, transportation, and warehouse management, has enabled me to streamline processes, optimize supply chain efficiency, and ensure compliance with international trade regulations. Leveraging my technical proficiency in Dubai Trade, SAP ERP, and WMS, I have successfully driven cost reductions and enhanced operational workflows, making significant contributions to business growth.

Throughout my career at Pro Global Logistics LLC, CNS Logistic, and Mass Allied Freighters, I have led cross-functional teams to execute seamless supply chain solutions, fostered strong relationships with freight forwarders, and managed perishable and hazardous goods with precision. My ability to handle high-pressure situations, navigate complex regulatory requirements, and implement strategic sourcing solutions has been instrumental in achieving timely deliveries and customer satisfaction. Additionally, my certifications, including Microsoft Excel Specialist and Certified Trade & Logistics Professional (CTLP), further solidify my expertise in optimizing logistics operations.

I am excited about the prospect of contributing my skills and experience to your team. My goal is to drive operational excellence, enhance cost efficiencies, and support the organization's vision for supply chain innovation. I welcome the opportunity to discuss how my qualifications align with your needs and would appreciate the chance for an interview at your convenience.

Sincerely,

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Logistics and Supply Chain Operations

CONTACT INFORMATION

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OBJECTIVE

Dynamic logistics professional with 10+ years of comprehensive experience in shipping, logistics coordination, supply chain management, and customer service. Proven ability to manage end-to-end logistics operations, including import/export, customs clearance, transportation, and warehouse coordination. Seeking to leverage my expertise in a collaborative environment that values teamwork and hard work, driving operational efficiency and organizational success.

WORK EXPERIENCE

2018 - Present

Pro Global Logistics LLC, Dubai
Senior Executive (Logistics Coordinator - Import & Export, Food & Beverage Industry)

2017 - 2018

CNS Logistic, Dubai
Logistics & Supply Chain Analyst

2016 - 2017

Mass Allied Freighters, Dubai
Logistics, Transport & Warehouse Coordinator

2014 - 2015

Unique Sea Cargo Services LLC, Dubai
Customs & Logistics Operations Manager

RESPONSIBILITIES:

- Logistics & Supply Chain Management Handling shipments from/to Jebal Ali freezone to Dubai based freezone.
- Plan, coordinate, and monitor inbound and outbound shipments.
- Manage relationships with freight forwarders, shipping lines, and courier services to ensure timely deliveries.
- Optimize logistics routes and transportation methods to reduce costs and improve efficiency.
- Ensure smooth customs clearance and compliance with import/export regulations.
- Maintain all necessary documentation, including shipping records, customs declarations, and compliance reports. Work closely with vendors, suppliers.
- Order Processing & Documentation Prepare shipping documents and maintain accurate records of shipments and transactions.
- Problem Solving & Communication Address logistics issues like delays or damages and ensure effective communication with internal teams and external partners.
- Coordinate with shipping line for quotation/ to get booking for respective sectors.
- Aware of Calogi such as ADM booking (import & export), AWB execution.
- Applying for MOFAIC, MOFA, COO & FIRS if the shipment required. Processing ED (BOE) for air, sea, TOO and land.
- Track both sea and air shipment if pieces/containers are received/arrived for collection. Liaise with shipping line for free time, DO invoice & BL status etc.
- Operation executive major responsibility is to clear the shipment without any delays.

EDUCATION

2011 - 2014

Bachelor of Commerce (B.Com)
Jamal Mohamed College, Trichy

COURSES & CERTIFICATIONS

- Microsoft Excel Specialist – Completed in October 2014
- Certified Trade & Logistics Professional (CTLTP) – Dubai Trade (June 2016)
- DP World Local Gate Pass eServices Training – January 2017
- Analytical Thinking and Innovation – TDRA Virtual Academy Awards

TECHNICAL PROFICIENCY

- Proficient in Dubai Trade and Calogi platforms.
- Skilled in managing sea and air cargo operations.
- Hands-on experience with SAP ERP and Warehouse Management Systems (WMS).
- Familiar with various freight & logistics software.
- Strong communication skills; proficient in MS Office and MS Outlook.
- Quick learner, adaptable to new policies and procedures.

SKILLS

- Logistics Coordination & Transportation Management
- Procurement & Vendor Management

- Supply Chain Optimization & Inventory Control
- Risk Management & Supply Chain Risk Mitigation
- Freight Forwarding & Customs Clearance & Compliance
- Cost Reduction Strategies & Budget Planning & Cost Control
- Contract Negotiation & Strategic Sourcing
- Warehouse Management & Third-Party Logistics (3PL) Management
- Route Planning & Optimization
- KPI Analysis & Performance Metrics
- Distribution & Fleet Management
- Leadership & Team Management
- Freight & Cargo Handling

IT SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- SAP ERP & WMS (Warehouse Management Systems)
- Freight & Logistics Software
- Inventory & Procurement Tools
- Photoshop

AREAS OF INTEREST

- Logistics Procurement & supply chains.
- Export & Import Operations and Customer Care.

AWARDS

E-Services Excellence Award

Dubai Trade

LANGUAGE PROFICIENCY

- English
- Tamil
- Malayalam
- Hindi

PERSONAL DETAILS

Nationality: Indian

Marital Status: Married

Date of Birth: 27-01-1994

Passport No: V9096615

Visa Status: Employment

Driving License: Light Vehicle

(License No: 4492031)

- Prepare documents to get final exit stamp for both air and sea. Submit exit (claim submission) along with supporting docs for SG/NR.
- Arrange original documents submission to Dubai customs within the stipulated time.
- Freight & Logistics Coordination Oversee Sea freight operations (FCL, LCL, breakbulk).
- Regulatory Compliance & Documentation Stay updated on import/export regulations, handle MOFAIC attestation, VAT inspections.
- Dangerous Goods & Perishable Handling Ensure DG and perishable shipments comply with temperature control, packaging standards, and hazardous material.
- ERP & Accounting Software Expertise Utilize Jupiter Accounting Software for accurate tracking of shipments.
- Regulatory Compliance & Approvals Ensure all required MINISTRY and FTA approvals and certifications.
- Excise Tax & Permitting Manage excise tax cargo approvals and obtain necessary permits from the FTA website.
- Import & Re-Export Documentation Prepare DA, INV, PKG documentation using Excel, leveraging Mother BOE stock for accurate record.
- Logistics & Supply Chain Management Lead logistics and warehouse operations, managing inbound and outbound shipments.
- Inventory & Stock Management Monitor and manage inventory levels, ensuring accurate tracking of stock movements.
- Land Freight & GCC Logistics Oversee land freight operations across GCC countries, ensuring smooth cross-border transportation.
- JAFZA & Free Zone Compliance Prepare Delivery Advice, Invoices, and Packing Lists in line with JAFZA rules and regulations, ensuring smooth customs clearance.
- Shipping & Regulatory Documentation Prepare shipping documents, including Certificate of Origin (Dubai Chamber), VCC, GCC MAKKASA.
- Cross-Border Trade & Freight Operations: Maintain a strong understanding of GCC import/export documentation, coordinating road freight logistics.
- Importer Code Registration & Compliance: Assist in creating and renewing Importer Codes, ensuring compliance with tariff classifications, HS codes, Dubai Chamber etc.
- Coordinate with suppliers, vendors, and freight forwarders for smooth shipment processes.
- Temperature Control Oversee the temperature-controlled import of perishable food products, ensuring compliance with GCC regulations.
- Manage and support the procurement operations activities for the assigned category.
- Address problems with order flow/shipping delays/quality-control issues, monitor deliveries to ensure customer satisfaction.
- Check 3PL invoices and accounting, perform cost accounting and variance analyses, periodically audit 3PL delivery.
- Closing the job file as soon as the job gets completed and handing it over to accounts for invoicing.

DECLARATION

I hereby declare that the above information is true to the best of my knowledge.