



M RIYASKHAN


Logistics Executive

CONTACT INFORMATION

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Abu Shagara Sharjah United Arab Emirates 



OBJECTIVE

Dynamic logistics professional with 10+ years of comprehensive experience in shipping, logistics coordinator, 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

Aug 2018 – Jul 2025

Pro Global Logistics LLC, Dubai

Assistant Manager – Logistics & Operations

Dec 2016 – Jun 2018

Mass Allied Freighters, Dubai

Logistics, Transport & Warehouse Coordinator

Oct 2014 – Nov 2016

Unique Sea Cargo Services LLC, Dubai

Logistics & Customs Operations Executive

RESPONSIBILITIES:

- Prepare documents to obtain the final exit stamp for both air and sea shipments.
- Submit exit claims along with supporting documents for SG/NR.
- Arrange submission of original documents to Dubai Customs within the stipulated timeframe.
- Freight & Logistics Coordination: Oversee sea freight operations (FCL, LCL, breakbulk).
- Regulatory Compliance & Documentation: Stay updated on import/export regulations; handle MOFAIC attestation and VAT inspections.
- Dangerous Goods & Perishable Handling: Ensure dangerous goods and perishable shipments comply with temperature control, packaging standards, and hazardous material regulations.
- ERP & Accounting Software Expertise: Utilize Jupiter Accounting Software for accurate shipment tracking.
- Regulatory Compliance & Approvals: Ensure all required Ministry and FTA approvals and certifications are obtained.
- Excise Tax & Permitting: Manage excise tax cargo approvals and obtain necessary permits from the FTA website.
- Import & Re-Export Documentation: Prepare DA, INV, and PKG documentation using Excel, leveraging Mother BOE stock for accurate record-keeping.
- Logistics & Supply Chain Management: Lead logistics and warehouse operations, managing inbound and outbound shipments.

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 (CTLP) – 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 & Supply Chain Management
- Import & Export Operations
- Freight Forwarding & Customs Clearance
- BOE (Bill of Entry) Processing & Documentation
- Transportation & Distribution Management
- Route Planning & Optimization
- Warehouse & 3PL (Third-Party Logistics) Management

- Inventory Control & Supply Chain Optimization
- Procurement, Vendor & Contract Management
- Cost Reduction Strategies, Budget Planning & Cost Control
- Risk Management & Supply Chain Risk Mitigation
- Compliance with Import/Export, MOFAIC, MOFA, COO & FIRS Regulations
- KPI Analysis, Performance Metrics & Continuous Improvement
- Operations & Coordination
- Logistics Coordination & Shipment Monitoring
- End-to-End Supply Chain Operations (Air, Sea, Land)
- Order Processing, Documentation & Reporting
- Customs Clearance, COO/FIRS Applications & Compliance Audits
- Cold Chain & Perishable Goods Management
- Route Optimization for Cost & Time Efficiency
- Distribution Planning & Fleet Operations
- Leadership & Problem Solving
- Team Leadership & Cross-Functional Coordination
- Problem Solving & Issue Resolution
- Communication & Stakeholder Management
- Strategic Sourcing & Vendor Negotiation
- Decision-Making & Crisis Management
- Technical & Analytical Competencies
- Data Recording, Shipment Tracking & Reporting
- ERP & Logistics Software (WMS/TMS) Familiarity
- Documentation & Compliance Accuracy
- Analytical Thinking & Process Improvement

IT SKILLS

- Microsoft Office Suite (Word, Excel, PowerPoint)
- 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

- 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 to ensure smooth customs clearance.
- Shipping & Regulatory Documentation: Prepare shipping documents, including Certificate of Origin (Dubai Chamber), VCC, and GCC MAKKASA.
- Cross-Border Trade & Freight Operations: Maintain a strong understanding of GCC import/export documentation and coordinate road freight logistics.
- Importer Code Registration & Compliance: Assist in creating and renewing Importer Codes, ensuring compliance with tariff classifications, HS codes, and Dubai Chamber regulations.
- Supplier & Vendor Coordination: Coordinate with suppliers, vendors, and freight forwarders to ensure smooth shipment processes.
- Temperature Control: Oversee the temperature-controlled import of perishable food products, ensuring compliance with GCC regulations.
- Procurement Support: Manage and support procurement operations activities for the assigned category.
- Issue Resolution: Address problems with order flow, shipping delays, and quality-control issues; monitor deliveries to ensure customer satisfaction.
- 3PL Management: Check 3PL invoices and accounting, perform cost accounting and variance analyses, and periodically audit 3PL deliveries.
- Job Closure: Close the job file upon completion and hand it over to accounts for invoicing.

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)

DECLARATION

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