



PROFESSIONAL SUMMARY

Versatile and results-oriented professional with over two decades of experience at Aarti International FZE and Al Nasr Engineering LLC, specializing in operations and human resources. Excelled in logistics management and interpersonal communication, significantly improving process efficiencies and employee relations. Renowned for strategic resource allocation and fostering teamwork, adeptly navigating complex regulatory environments.

SALIN CHANDRAN

CONTACT

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Discovery Gardens, Dubai

07/11/1976

Indian
Address : Chenchery House,
P.O.Kandanassery, Trichur(Dist)
Kerala, India

VISA STATUS

- Tourist Visa
- Validity – 31-Aug-2024

SKILLS

- Jebel Ali Free Zone Authority (JAFZA) Procedures
- Dubaitrade
- Warehouse Operations
- Inventory Control
- Logistic Management
- Human Resources
- ERP

EXPERIENCE

March 2019 - March 2023

Operations Executive

Aarti International FZE, Jebel Ali Free Zone, Dubai

- Prepare trade documentation for both Export (Cross Trade) and Local shipments
- Coordinate with Suppliers, Customers, Shipping agents and Freight Forwarders for collection and delivery of shipments.
- Maintain the stock and update the inventory system and Dubai Customs bill of entry register.
- Manage warehouse housekeeping/maintenance activities in coordination third party MEP and fire and safety solution providers, Dubai Civil Defense etc.
- Perform Jebel Ali Free Zone administration procedures including arranging Operation Fitness Certificate (EHS/Trakhees), License, employee visas, updating company registration details and managing Dubai Trade Portal.

June 2003 - July 2017

Personal Officer

Al Nasr Engineering LLC, Jebel Ali Free Zone , Dubai

Administration:

- Responsible for submission and managing administration of the new joiner's process, ensuring the necessary visa, medical checkup, residence permit, emirates id, employment card, occupational health cards etc. are processed on time.
- Represent the company at governmental offices and locations such as JAFZA, Trakhees, EHS, Immigration, Ministry of Economy, Chamber of Commerce, Embassies, Foreign Affairs and other significant departments in order to process the applications related to government services.
- Maintain and update electronic HR files which contain the basic required information for employees such as the breakdown of the employee's gross

- Electronic Document Management Systems
(EDMS) - Aconex, Sharepoint, J-Plus, Eroom
- Microsoft Office

LANGUAGES

- **Malayalam**
Native
- **English**
Fluent
- **Hindi**
Fluent

- monthly salary, joining date, employment contract, passport, visa and leave details etc.
- Renew, update and maintain trade licenses, land lease, labour camp lease, OFC and other government certificates of company's legal entities to ensure that the documents are up-to-date.
- Payroll and End of Service preparation of both Freezone and Dubai branch.
- Handling and updating employee database ERP Application Etra.
- Coordinate with payroll team and monitor fixed and variable payments and deductions in order to ensure that all payments and deductions are accurate and complaint with the approved policies.
- Maintain petty cash for visa processing and labour related expenses – including preparation of petty cash statement and supporting documents.
- Coordinating with the insurance company for issuing Group Medical Insurance, Workmen Compensation, Public Liability Insurance etc., issuing medical cards for the employees and handling medical claims.
- Ensure that accurate and up to date information is provided to employees relating to their benefits to minimize the risk of error and all employees are satisfied with the level of service provided.
- Inspect company accommodation to ensure that hygiene and employees are abiding to the laws and regulations of JAFZA.
- Familiar with registering and accessing required application in Government sites (Dubai Municipality, RTA, Chamber of Commerce, DEWA, Etisalat etc.)
- Organize the office layout and order stationery and equipment.
- Manage contract and price negotiations with office vendors, service providers and office lease.
- Liaise with company driver and facility management vendors, including cleaning, catering and security services.

Logistic Coordination:

- Documentation process for Local, GCC and international shipments.
- Preparing the documentations for outbound shipments such as Commercial Invoice, Packing list, Certificate of origin and H.S. Code summary lists.
- Liaise with the Suppliers, Shipping Agents /Forwarders, Customers and any other Government Entities.
- Monitoring the shipments from POL until arrives at the destination. Contact with supplier and collect all shipping information.
- Coordinate with logistic department, decide shipping forwarder and inform supplier accordingly.
- Make sure all original shipping document received before consignment reached in destination,
- Tracking of Import consignments, organizing proper customs documentation for the shipments in pipeline & timely clearance on arrival.
- Coordination with transporters, forwarders, shipping companies to arrange trailers, containers to load goods.
- Dispatch intimation to the customer through PFA and FSA, internal team & sales team.

- Timely submission of all shipping related expenses/ invoices to finance.
- Advise customer for duty shipments to avoid delays or unnecessary penalty in shipment delivery.
- Properly file and maintain shipping documents.

Document Control:

- Collection and distribution of all contract documents related to different departments as per distribution guide.
- Submission of pre-qualification documents, drawings, designs, materials samples, method statements, request for information (RFIs), Site Engineering Queries (SEQs), variation requests etc. as per project standards.
- Submission of quality procedures and reports to client.
- Distribution and checking the latest revision status of the drawings issued to the factory and site.
- Maintain and updating the log of all IFC and vendor drawings and keeping their hard and soft copies as per the project requirement.
- Coordinate with all client auditing activities.
- Coordinate with various sub-contractors like design and detailing engineers, material and coating suppliers and third-party inspectors for the timely submission and approval of the project documents.
- Preparation of daily report, weekly progress report and monthly progress reports as per the contract specifications.
- Keep on maintaining all project documents as per document control matrix.

EDUCATION

April 1998

Bachelor of Science (B.Sc in Zoology)

University of Calicut, Kerala India

CERTIFICATIONS

Honours Diploma in Network Centered Computing

NIIT

Fire Safety Fundamentals and Proper Usage of Fire Extinguishers

Dynatech

Heart Saver First Aid CPR & AED

Aster Cedars Hospital

REFERENCES

Rasheel Moothikal — Aarti International FZE

Director/ Accounts Officer

971552489123

Rajeev Verma — Aarti International FZE

Director/Manager Of Business Development And Sales

971551058720