

ABU FAIZAL

OPERATIONS AND DOCUMENTATION



CONTACT

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Room No. 205,
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Hor al Anz, Dubai.

EDUCATION

2022 - 2023

**DIPLOMA IN LOGISTICS AND
SUPPLY CHAIN MANAGEMENT**

Exim Academy, Chennai, India

2019 - 2022

**BACHELOR OF COMPUTER
APPLICATIONS**

Jamal Mohamed College,
Tiruchirappalli, India

SKILLS

- Logistics and Supply Chain
- Freight Forwarding
- Shipping
- Price negotiation
- Logistic operations
- Cost analysis
- Strategic planning, execution
- Volume planning
- Risk management
- Multi-tasking
- DG Cargo Handling.
- Order Fulfillment
- Volume Planning
- Problem-solving

PROFILE

Dedicated and detail-oriented operations and Documentation Executive with a strong background in managing logistics processes. Proven ability to ensure accuracy, compliance, and efficiency in operations and documentation while contributing to streamlined logistics operations. Seeking an opportunity to apply my skills and expertise in a dynamic organization.

WORK EXPERIENCE

WIZ Logtec Pvt Ltd.

JUN 2024 - AUG 2025

Associate -APAC Operations

- Rate Negotiation: Negotiating rates with carriers, shipping lines, and other logistics providers to secure the best pricing for clients.
- Cost Analysis: Conducting thorough cost analysis, including transportation costs, customs duties, insurance, and any additional fees, to develop accurate pricing strategies.
- Quotation Preparation: Creating detailed and accurate quotations for clients, considering factors like shipment size, weight, distance, and mode of transportation.
- Market Research: Staying updated on market trends and industry dynamics to adjust pricing strategies accordingly and remain competitive.
- Cost Allocation: Managing and allocating costs associated with each shipment, including transportation, warehousing, and other logistical expenses.
- Profitability Analysis: Evaluating the profitability of various pricing strategies and adjusting as needed to meet company goals.
- Tariffs and Regulations: Ensuring compliance with international trade regulations, tariffs, and taxes that may impact pricing.
- Documentation: This includes preparing, checking, and managing various documents such as bills of lading, customs paperwork, and shipping invoices.
- Customs Clearance: Managing the customs clearance process, ensuring compliance with import/export regulations, and handling any necessary permits and licenses.
- Route Planning: Determining the most efficient and cost-effective routes for shipments, taking into account factors like distance, transit times, and transport modes. Alerted all parties under account of shipment delays, canceled orders, changes in route, freight technical issues, commodity change and all issues regarding orders. Handled whole import and export team customer service, task them on daily basis.

LANGUAGES

- English
- Tamil

PERSONAL
PROFILE

- Date of Birth : 31/10/ 2000
- Father's Name : Nizhar Ahamed
- Nationality : Indian
- Passport No. B8619073
- Issue Date. 14/12/2023
- Expiry Date. 13/12/2033

- Customer Communication: Maintaining regular communication with clients, providing updates on shipments, addressing concerns, and ensuring customer satisfaction.

KPS & Co (CHA)

JAN 2023- MAR 2024

Executive – Export Filing

- Prepared customs clearance checklists, ensuring adherence to customs requirements.
- Expertise in obtaining, checking and organizing documentation for customs compliance.
- Managed the upload and maintenance of export job data , including daily status reports.
- Ensured accurate documentation such as checklists and shipping bills.
- Collaborated with customers, agents and various departments, resolving issues and inquiries.
- Tracked shipment status, providing timely updates to stakeholders.
- Created, managed and updated shipment status information for effective communication with customers and agents.
- Developed and streamlined the document control process, ensuring efficient documentation management.
- Monitored EGM (Export General Manifest) and scroll status, updating customers in DSR (Daily Status Report).
- Strategically planned shipment stuffing in CFS (Container Freight Station).

PROFILE SUMMARY

- Coordinate with customs clearance activities ensure compliance withimport/export regulation and documentation requirements.
- Prepared and reviewed shipping documents verification and other relevantdocument and handling the End-to-End supply-chain process.
- Maintained vendor relation, evaluated vendors managed buyer processes, and analyzed reports.
- Managed reconciliations of vendor's payment in coordination with thefinance/accounts department

DECLARATION

I hereby declare that the above given details are true to best of my knowledge and expecting a positive reply under your kind consideration.

ABU FAIZAL