

## RAZEEL K



### Contact

@ raazrazeel@gmail.com

+971543472796

Ansar Gallery Burjuman Dubai UAE

### Personal Details

Date of Birth : 27-04-1995

Marital Status : Single

Nationality : Indian

Passport : R0778299

Driving Licence : Yes

About Me : Have warm, cheerful and expressive personality. Able to handle pressure and generously be patience.

### Skills

Communication 100%

Team Leader 80%

Work Knowledge 100%

Smart and Attractive 80%

### Achievements & Awards

### OBJECTIVE

A disciplined and creative person with professional talent on different environment. Able to involve as an integral part of the management team and provide leadership with regards to promoting the meaning and purpose of key activity management.

### EXPERIENCE

#### Jatco Freight Services LLC

November 2019 -

Operation Executive

Have been working as sales Coordinator And Senior Operation Executive for the past 5. years.

From getting enquiry from consignee knowing thier requirements and budget, getting rates from different overseas agents, quoting the customers and coordinating and follow for the shipment updates.

Ensure career compliance with company policies or procedure for product transit or delivery.

Correspond with Multiple shipping companies about shipment, documents and ship methods.

Have knowledge about getting FIRS , MOCCA, MOFA approval and permits

Have good relationship with various agents across the country

Arranged outbound/inbound shipment via transportation methods such as air, sea, land and local depends on the delivery.

Responsible for the import and export clearance and continous improvement tools to design supply chain solution in current and future operations.

Well knowledge about Dubai trade, Calogi and shipping Bills like Bill of lading , Airway Bill.

Specialized in all type of Declaration process like import, Export, Transit and Temporary shipment in all methods like Air, Sea and Land.

Expertise in Import ,export and cross trade shipments

Arranging Transportation amd controlling the additional cost by proper planning and implementation.

Certificate of Appreciation : Best Employee in Month of October 2020

Certificate of Appreciation : Best Employee in Month of November 2021

Certificate of Appreciation : Excellent and remarkable feedback during the appraisal and evaluation session

Got Promoted as Operational executive in the Year 2021

## Languages

English Hindi Tamil Malayalam

## Rivigo Logistics

Operation Assistants

Customer Strategy: Understanding and delivering shipments customers expectation through our services.

Supply Chain: Last mile delivery shipments tracking, operational issues etc.

Time Management: Managed multiple logistics projects, transporting time sensitive products while working directly with respected warehouses. On time Dispatch and arrival of Regional and National LH to increase OA productivity.

Data Analysis: Perform Data analysis to support executive team in operational.

Procurement and Inventory Management: Managing proper inventory, Build strong relationship with suppliers for on-time delivery and Quick response.

Cross Functional Responsibility: Managing HUB and dispatch centre related warehouse operations, Managing accounts team, BP supervisors, Captains and pick up team.

Manage cross-functional projects, establishing timelines, delegating tasks and coordinating activities across teams.

## Capricorn Logistics

Air Cargo Documentation

Helped to recognize the nature of work environment and career advancement opportunities.

Gained an idea about the transport and logistics sector.

Got opportunities to explore the professional skills and competencies.

Assisted the team with their projects and activities

Learned about the task and challengers that you have to deal with every single day and what roles interest you.

---

## EDUCATION

**Global Institute of Integral Management Studies**

PG Diploma in Logistics and Supply Chain Management

B

**Institute of Technology Mayyil**

BBA in Travel and Tourism

B

August  
2017 -

August  
2018

May  
2017 -  
July  
2017

2016-  
2017

2013-  
2016