

## AIR IMPORT COORDINATOR



# ADNAN ZAHIR KHAN

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### Summary

Energetic Logistics coordinator qualified in Air Cargo Management (IATA) and Exhibition management. Highly effective at import documentation and operation management for freight forwarding and international shipping services.

### Qualifications:

- Bachelors in Management Studies (2018- 2019)  
Mumbai university  
CGPI obtain 7.53 out of 10.00

### Experience:

#### Airlink International UAE (joined on 2020)

##### Warehousing Staff at Strata (Al Ain)

- Worked as warehousing staff for Strata Manufacturing for Six Months from Feb 2021 to Aug 2021
- Receiving goods at warehouse and informing id any damage of cargo.
- Checking quantity and PO number with documents.
- Picking up Job order to prepare items requires in production and arranging delivery to the respected stations.
- Maintaining warehouse stock and preparing stock counting report every three month.

##### Exhibition and fairs experience (Sept 2021 – Dec 2021)

- Experience of Exhibitions worked as supervisor on ground for Beauty World 2021, Dubai Muscle Show 2021, Intersec 2021 and etc
- Dubai Air show 2023 all import shipments clearance and documents checking handled.
- Arranging delivery on exhibition site by coordinating with team as well as clients.

## **Airfreight import coordinator**

- Checking draft documents such as Invoice PL & MAWB & HAWB before shipment move from origin to avoid any kind of delays.
- Co-ordinating with customers for delivery and payment.
- Approximately 100- 150 import shipments handled monthly.
- Processing customs clearance BOE for incoming shipment.
- Proficient at info Dynamics internal operating systems, which used for shipment records, updating status of shipment and billing process.
- Good knowledge of Calogi & Emirates portal.
- In addition, know to do ATA transfer from Airport to warehouse. (CTO TO CH) same location and different location
- Keep track of Pre alert for incoming shipment.
- Good knowledge customs inspection how it done on airports and communicate with customs.
- Issuance of D.O and send arrival notice to customers.
- Preparing In & Out gate pass for Dubai Cargo Village, DAFZA & JAFZA
- Attending to queries/enquires of walk-in customers, providing them quotation for clearance and delivery for D/O counter clients.

## **In Addition good knowledge for applying below ministry permits. & ATA CARNET checking for processing shipments counter clearance**

- MOFAIC ATTESTATION
- MINISTRY OF CULTURE AND YOUTH (MOCAY)
- UNDERTAKING DECLARATION FOR DM FOR REALSE OF FOOD STUFF

## **Customs clearance & Documentation**

- Process Bill of entry for Import, Transit & Temporary admission
- Process of Cargo transfer bill
- D.O issuance on Dubai trade and as well as know to issue Emirates, Dnata direct shipment D.O

## **UAE experience**

- Airlink International UAE (4yrs) currently working as Import operation executive

Personal Information.

Place of birth Mumbai, India.

Date of Birth: 12 April-1998

Marital Status: Married.

Hobbies: To make my self on time for any kind of activities personal & official., swimming, Ride bike.

Place: Dubai

(Adnan Khan)

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