



## Logistics & Operations Coordinator cum Accounting & Finance Assistant

Hardworking individual with experience in supply chain management and warehouse operations. Proven track record of successfully managing multiple projects, ensuring timely deliveries and cost-effectively optimizing logistics operations. Possesses strong leadership and organizational skills, with a proven ability to motivate teams and build partnerships. Highly organized and detail-oriented with excellent problem-solving and communication skills.

# PREMIE LABAJANAN

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## Skill Highlights

- Dubai Trade
- Dubai Chamber
- JAFZA Portal
- Zajel
- Calogi
- DPAMan & SAS System
- Dubai South Masary Portal
- FTA Portal
- United Arab Emirates of Climate Change & Environment
- PCFC/ Tasreeh
- Ministry of Foreign Affairs
- Dubai Municipality
- JCTrans
- Customer Service
- Problem-solving
- Logistics Planning
- Shipping Coordination
- Import & Export Operations
- Price Quote Preparation
- Accounts Payable & Receivable
- Bank Reconciliation
- Tax Preparation

## PROFESSIONAL EXPERIENCE

### **LOGISTICS & OPERATIONS COORDINATOR**

Sparrow Shipping LLC, Dubai, UAE | November 2023- February 2025

- **Logistics & Operations Coordinator**
  - Coordinated daily logistics activities for timely order fulfillment and customer satisfaction.
  - Tracked orders and notified customers of status or potential delays.
  - Trained new employees on logistics procedures, promoting a consistent approach across the team.
  - Collaborated with sales and customer service teams to address client concerns and expedite orders when necessary.
  - Ensured compliance with industry regulations, reducing the risk of fines or penalties.
  - Coordinated with suppliers to ensure timely delivery of goods, minimizing stockouts.
  - Developed relationships with key vendors, securing preferential treatment in pricing and terms negotiation.
  - Prepared and presented reports to management on logistics performance.
  - Maintained excellent working relationships with customers by efficiently responding to inquiries and complaints.
  - Coordinated shipments and tracked progress to facilitate timely delivery.
  - Researched ideal shipping techniques, routing and carriers to obtain most cost-effective pricing.
  - Conducted regular audits of logistics operations, identifying areas for improvement and implementing corrective actions as needed.
  - Coordinated daily logistics activities for timely order fulfillment and customer satisfaction.
- **Accounting & Finance Assistance**
  - Processed payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
  - Managed high-volume invoice processing tasks while consistently meeting tight deadlines for vendor payments.
  - Expedited invoice processing with effective communication between internal departments and external vendors.
  - Processed credit card payments and reconciled credit card statements for accuracy in accounting process.
  - Facilitated smooth financial audits by maintaining organized records and providing necessary documentation to auditors.
  - Managed accounts payable and receivable, ensuring timely processing of invoices and payments.
  - Assisted in tax preparation, ensuring accurate and compliant submissions.
  - Facilitated smoother audits by preparing necessary documentation and supporting materials.

## **Education**

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### **Computer Secretarial**

Skill Power Institute (Philippines)

2005-2007

## **Certification**

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- **Calogi Certificate**
- **Basic Accounting 1**
- **Certified Logistics Supply Chain Management Professional (On going class to Zabeel Institute Ref Roll No.: BD51810)**

## **Personal Information**

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Date of Birth: May 01, 1989

Age : 35 y/o

Gender : Female

Nationality : Filipino

Marital Status: Married

Visa Status : Husband Visa

- Assisted in preparing monthly financial statements, contributing to transparent and accurate financial reporting.
- Input financial data and produced reports using JBM.
- Recorded deposits, reconciled monthly bank accounts and tracked expenses.
- Matched purchase orders with invoices and recorded necessary information.
- Contributed to cash flow management, monitoring incoming and outgoing transactions.

## **LOGISTICS & OPERATIONS SUPERVISOR**

M H S Shipping, Jebel Ali Freezone | 2018-2023

- **Customs Clearance Executive (Import, Export & Bounded Warehouse)**
  - Processing Declarations in Mirsal II both for Import & Export.
  - Coordinating with shipping line/freight forwarder for D.O/NOC collection.
  - Data Entry in DPAMan (Manifesting) & SAS System (Transshipment D/O & SAS ED)
  - Issuing a Delivery Order and NOC to CNEE shipment through Dubai Trade.
  - Booking Customs Inspections and Import goods collection through Calogi.
  - Coordinating with Dubai Customs & Port Authorities.
  - Liaising with carriers and shipping agents as per the client requirement.
  - Preparing customs documentation documents such as invoice, packing list, BL instructions and other clearing certificates as needed.
  - Generating JAFZA Local Gate Pass, DWC Gate Pass and PCFC.
  - Booking of the shipment via Air & Sea (FCLC/LCL shipment)
  - Coordinating and arranging the transport for smooth delivery.
- **Logistics Supervisor**
  - Checking the Customs Submission Documents.
  - Monitoring the perspective documents of Non-Remittance and Duty/Deposit Customs Claims.
  - Drafting excisable codes on FTA portal and generating FTA certificate.
  - Managing the Inventory.
  - Registers reports for Import and Export jobs.
  - To ensure the good relation to a clients, & creditors.
  - Coordinating with PRO for documents collection, submission and inspection.
  - Sending pre-alerts/ pre-advice/ Arrival notice to consignees.
  - Knowledge of preparing documents for FTA & Vat return filling.
- **Accounting & Administrative Executive (Ad-hocs Tasks)**
  - Prepares and process company license document requirements.
  - Prepares document requirements for company bank opening.
  - Entering the cost per shipment.
  - Preparing the Invoice for a client.
  - Verifying the statement of account of debtors & creditors.
  - Handling office petty cash.
  - Works on I-pack and Tally.

## **Procurement cum Admin Assist/Sales Rep. cum Accounting Staff**

Royal Cosmetics Trading Co LLC, Deira Dubai | 2012-2018

### **▪ Procurement cum Admin Executive**

- Managing and organizing every step of import good purchased from order replacement to warehousing stocks.
- Negotiate Supplier prices, Contracts payment terms & Conditions.
- Interacting and working with customers, suppliers, carriers, and other stakeholders to guarantee efficient operations and on-time product delivery