

# PARVIS KHAN.A

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Visit Visa Expiry : 10Aug 2025.



## **OBJECTIVE**

My passion is to be a part of the team that steers the organization to face new challenges and opportunities, and contributing to the growth by leveraging on the skills and knowledge garnered.

## **ACADEMIC PROFILE**

- ❖ **Bachelor Degree in Mechanical Engineering** (B.E), 2015 with 68% from Mount Zion College of Engineering and Technology -622507 (Anna University Chennai)-Tamil Nadu-India.
- ❖ **Diploma in Automobile Maintenance** – Annamalai University –Tamil Nadu – India(May2012 – Jun 2013)

## **CARRIER SUMMARY (+8 Years)**

- ❖ Airfreight Operation Executive(May 2020 to Oct 2024) **AFR INTERNATIONAL CARGO SERVICE LLC**,Dubai.
- ❖ Cost Estimation Engineer (May 2018 to July 2019) **AL-Hamadi Trading & Contracting Company**(Saudi Government Electricity) Saudi Arabia
- ❖ Quality Engineer (Nov 2015 to April 2018) **Ashley Alteams India Pvt Ltd** – Tamil Nadu – India.
- ❖ Quality Engineer (May 2015 to Oct 2015) **Wonjin Auto parts India Pvt Ltd**– Tamil Nadu – India.

### **Airfreight Operation Executive - AFR INTERNATIONAL CARGO SERVICE LLC**

- ❖ Arrange shipments with airlines, handle booking space, and organize flight schedules to meet deadlines.
- ❖ Prepare and verify documents, including air waybills, invoices, customs declarations, and permits to ensure compliance with international shipping regulations.
- ❖ Coordinate with customs brokers for smooth clearance, ensuring all documentation is compliant with import/export regulations.
- ❖ Track shipments in real time, updating clients and stakeholders on the status and handling any delays or issues proactively.
- ❖ Act as the main contact between clients, airlines, customs, and ground handling agents, ensuring seamless communication and resolving any logistical challenges.
- ❖ Negotiate rates with airlines and manage transportation costs, aiming to provide cost-effective solutions without compromising quality.

- ❖ Ensure all processes comply with IATA and other relevant regulations for the safe and lawful transport of goods by air.
- ❖ Work with and monitor the efforts of partners in the supply chain to ensure smooth operations.
- ❖ Responsible for planning and tracking the shipment of final products according to customer requirements.
- ❖ Maintaining good service with internal and external customers
- ❖ Responsible for the preparation of appropriate and accurate logistics reports for upper management.
- ❖ Monitor deliveries and ensure customer satisfaction.
- ❖ Responsible for maintaining accurate logs of all transportation and goods.
- ❖ Provide relevant data and analysis to the operations team throughout the supply chain.
- ❖ Communicate to Airlines for arrange the Booking for EMIRATES,ETHIOPIAN,ROYAL MAROC.
- ❖ Understanding of freight forwarding, air logistics, and supply chain management.
- ❖ Accuracy in document preparation and compliance with customs and regulatory requirements.
- ❖ Strong skills in coordinating between multiple parties.
- ❖ Problem-Solving ability to address unexpected issues quickly to minimize delays.
- ❖ Familiarity with customs regulations and IATA and requirements.
- ❖ Proficiency in logistics software and tracking tools.
- ❖ Co-ordination and support to Sales team and Accounts personnel in their activities.
- ❖ Facilitate shipment status update to customers through Monitoring Movements from Origin to Destination.

**Cost Estimation Engineer (May 2018 to July 2019) AL-Hamadi Trading & Contracting Company (Saudi Government Electricity)**

- ❖ Collect and maintain all documents to arrange an organized filing system maintain a computer database of all documentation by using UDS.
- ❖ Perform clerical typing duties to generate documents as necessary inputting all documents on Microsoft Excel.
- ❖ Responsible for the overall operation of Documentation Control (DC) including processing of DCO's
- ❖ Analyzed drawing, specifications, proposals and other project related documents to prepare time, cost and labor estimates.
- ❖ Prepared cost estimates utilizing estimating software systems.
- ❖ Performing accurate quantity take-off and evaluate project costs effectively and competitively based on blueprints and site visits.
- ❖ Analyzed and valued quotation from the subcontractors.
- ❖ Drawings industry standard and Government solicitations.
- ❖ Document total materials needed, including details regarding all codes, brands and contact
- ❖ Information necessary to process orders.

## **STRENGTHS**

- ❖ Team-player, Well-spoken and possess good organizational and interpersonal skills.
- ❖ Detail-oriented, strong on process development, good planning and organizing.
- ❖ Supervising and Time management.
- ❖ Decision making, analytical and problem-solving skills.
- ❖ Hardworking, reliable, self-motivated and able to work on own initiative.
- ❖ Strong influencing skills and conflict management.

## **SOFTWARE SKILLS**

- ❖ CALOGI
- ❖ SAS
- ❖ AUTO CAD
- ❖ UDS SOFTWARE

## **PERSONAL DETAILS**

Name	: Parvis Khan. A
DOB	: 21.05.1994
Marital Status	: Married
Driving License	: UAE valid Driving License
Languages known	: English,Tamil,Hindi,Malayalam & Arabic
Nationality	: INDIAN
Passport no	: N0355333

## **DECLARATION**

I hereby assure you that the information furnished above are true to the best of my knowledge and belief.

Date:

Yours faithfully,