



P.M Ibrahim Pooly

Assistant Manager Operations

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Dubai, United Arab Emirates

Motivated, results-driven, and experienced Logistics Executive with over 8 years of extensive and diversified experience. Flexible and versatile thrives on rapidly changing situations & deadline-driven environments, and always remains open to new challenges. Acquired highly developed sets of skills with a proven ability to manage personnel and programs, improve processes, and accomplish objectives regardless of budget cuts and time constraints. Exceptional communicator, skilled at developing highly productive relationships with vendors, clients/customers, and stakeholders. Demonstrate leadership in communicating business goals, program objectives, and processes for the functional business segment. Possess incisive negotiating proficiency, solid oral, and written communication. To secure a position that will utilize my organizational abilities and educational background and be an active part of the company in achieving its goals.

SKILLS

Project Management Operations Management Logistics Management Client Relations Compliance Management

Conflict Management Freight Management Inventory Management Supply Chain Management Cost Management

Strategic Planning Quality Control Risk Management Vendor Management Workflow Management Team Leadership

WORK EXPERIENCE

Assistant Manager Operations

Kras Logistics LLC

07/2024 – Present

Dubai, UAE

Achievements/Tasks

- Lead and manage all operational matters regarding export/import and custom autonomously.
- Dealing with Air Lines, Shipping lines & Inland Haulage Operators for arrangements of Freight.
- Ensured that all scopes of work, task orders, and project documentation are compliant with the company's policies, and are consistent with achieving the overall program goals and objectives.
- Managed the tracking of all containers, loose items, and major module based equipment, from door-to-door, in order to maintain accountability of all project items and reduce the risk of lost equipment throughout the shipping and receiving phase.
- Conducted effective individual negotiations at the regional level, prepared compliance reports, helped drive compliance improvements with stakeholders and suppliers and maintained constant communications with the business lines to inform on key issues and changes.
- Analyzed supplier performance with relation to the quality, cost, and delivery and provided support in the resolution of complex issues.
- Manage & monitor the movement of the shipments from pick up till on-time delivery, ensure timely update of the status of the shipments to the customers, and also coordinate with the local & overseas Vendors & Agents for Vehicle, Pickup & Delivery arrangements, Shipment movements, Custom Process & Paper Works, etc.
- Coordinated with customers to ensure desired logistics objectives, priorities, and schedules are met and communicated to management.
- Responsible for developing new customer and corporate clients, and maintaining high level of customer satisfaction.
- Worked closely with the team members, stakeholders, and vendors to ensure successful project implementation and proactively resolve any project delays, scope changes, or discrepancies.

Customs Clearance Executive

Gava Forwarding Shipping LLC

09/2021 - 07/2023

Dubai, UAE

Achievements/Tasks

- Responsible for handling all Sea/Air and Land Logistics Operation Activities.
- Filled Cargo manifests, issued Delivery orders, executed Air Way Bill in Calogi and also filled export declaration in E Mirsal 2.
- Develop and Implement strategies and objectives, streamlining and optimizing procurement and supply chain processes.
- Responsible for scheduling shipments, preparing and distributing customs documentation in accordance.
- Coordinated billing and monthly reporting to the senior management and also updated all costs and revenue in ERP in order to collect the charges from the customers.
- Oversee inventory management processes and routinely evaluate to ensure they are the most effective and the most opportunistic option.
- Issued work instructions to team members to ensure timely and orderly file flow including release, billing, and auditing.
- Identified business savings opportunities, provided clients with commodity insights, industry trends, and market benchmarking results.

WORK EXPERIENCE

Operation Executive

Gwc Global cargo Transport

01/2018 - 08/2020

Dubai, UAE

Achievements/Tasks

- Handled all sea imports and exports shipments pertaining to Dubai and also communicated with internal and external customers of L/C.
- Responsible for coordination with marketing team regarding customer fulfillment, from releasing Delivery Order to vessel Sailing.
- Set appropriate priorities to maximize speed and efficiency for compliance and results of all operational duties and objectives.
- Monitored the progress of shipments and managed to chase expired and expiring quotes for inbound and outbound shipments.
- Reviewed letters of credit at the drafting stage and advised customers of any necessary changes.
- Coordinated the interface between logistics functions such as transportation, maintenance and warehousing to ensure efficient, timely, and cost-effective support to the customer.

Operations Assistant

United Parcel Service LLC

02/2011 - 10/2017

Dubai, UAE

Achievements/Tasks

- Assisted with the coordination of shipment planning and scheduling, and interacted with customers to follow up on shipping status, expedited orders, resolve queries, and ensure business development.
- Ensured that the customer was billed according to their pricing agreements and verified that Bill of Lading were correct while releasing.
- Managed and supervised administrative functions to ensure all paperwork was processed efficiently.
- Ensured that clients were completely satisfied through effective communication.

EDUCATION

• DCSE (Diploma in Computer Science Engineering)

• BBA (Pursuing)

ACHIEVEMENTS

Letter of Appreciation (08/2011)

Consulate General of the United States of America

Certificate of Recognition - Employee of the Month (07/2010)

United Parcel Service, Dubai

TECHNICAL SKILLS

 Dubai Trade, E-Mirsal 2

 MS Office

 MS Outlook

 Calogi

 DM Food Items Registration

 Label Assessment - FIRS

 ERP

 SAP

 ORACLE (Shipping and Logistic Module)

PERSONAL INFORMATION

Date of Birth 16th September, 1980

Nationality Indian

Religion Islam

Marital Status Married

Driving License UAE - Automatic Vehicle Light

Visa Status Employment visa

LANGUAGES

English



Hindi



Tamil



Malayalam



Arabic



REFERENCES

Available upon request.