

# ABDUL HADI K

Freight Forwarding Specialist | Air Export Operations



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Current Location : Abu Dhabi, UAE

Nationality: Indian

Visa Status : Visit Visa

Passport No : T7877060

## PROFESSIONAL SUMMARY

Dynamic and detail-oriented Freight Forwarding Executive with hands-on experience in air export operations, including MAWB/HAWB preparation, DG cargo handling, and customs documentation. Proven expertise in coordinating with airlines, shippers, and CHA agents to ensure timely and compliant movement of general, perishable, and hazardous goods. Skilled in using EFS Software, ICEGATE, and FOCUS ERP to streamline shipping processes and reduce turnaround time. Adept at negotiating freight rates, maintaining client relationships, and ensuring compliance with IATA and international trade regulations. Committed to delivering high levels of customer satisfaction through proactive communication and operational excellence.

## PROFESSIONAL EXPERIENCE

**OPERATIONS & CUSTOMER SERVICE EXECUTIVE  
BEELINE LOGISTICS COCHIN, KERALA**

(01/2024 – 05/2025)

### Air Freight Booking and Coordination

- Managed air cargo bookings via airline websites and email communication
- Coordinated with airlines, CHA, and exporters for seamless shipment processing

### Pricing and Quotation

- Calculated and provided accurate quotations, including airline surcharges and other charges

### Logistics Coordination

- Tracked shipment status, customs clearance, and documentation requirements
- Ensured timely communication with shippers, airlines, and CHA

### Documentation and Data Entry

- Prepared accurate shipping documents - MAWB, HAWB, MANIFEST, Commercial Invoice & Packing List
- Updated shipment details in company software and airline websites

# **MACHINE OPERATOR**

## **TEJA ENGINEERING SERVICES**

**(12/2021 – 12/2022)**

- Operate machinery - Run and manage production machines.
- Follow safety protocols - Adhere to safety guidelines to maintain a safe work environment.
- Trouble shoot issues - identify and fix minor mechanical problems.
- Keep records - maintain logs of machine performance and maintenance activities.

## **EDUCATION**

- **PG DIPLOMA IN LOGISTICS & SUPPLY CHAIN MANAGEMENT**  
ADI Institute of Management (Affiliated to Jain University), Ernakulam
- **BACHELOR OF ARTS**  
RNT UNIVERSITY
- **ITI – DIESEL MECHANIC**  
GOVT. ITI CHERIYAMUNDAM

## **CORE SKILLS**

- **Logistics & Freight Forwarding**  
Freight Management, Air Cargo Booking, Shipment Coordination, Frieght Forwarding, Dangerous Goods Handling, Incoterms knowledge
- **Documentation & Compliance**  
MAWB/HAWB Processing & Preparation, Manifest Preparation, Customs Clearance & Documentation, Import/Export Compliance, Export Clearence
- **Software & Tools**  
EFS Software, F Studio, Microsoft Excel, Microsoft Word, Outlook, Office Calc
- **Operations & Coordination**  
Air Cargo Operations, Operational Reporting, Shipment Coordination, Freight Quotation, Shipment Tracking, Shipper & CHA communication

## **SOFT SKILLS**

- Time Management
- Problem Solving
- Team Collaboration
- Customer Service
- Multitasking
- Hardworking
- Negotiation
- Adaptability

## **LANGUAGES**

- English
- Hindi
- Malayalam