



ARZAD M

LOGISTICS EXECUTIVE

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Mobile: +971 55 569 1641.

CAREER OBJECTIVE

Pursue an exciting career in the field of HR Administrative Executive, which will challenge my intellect & my ability. In effect, I can play a constructive and effective role in the growth of the Organization.

ACADAMIC QUALIFICATION

- **M.B.A (HR & Finance)**

Anna University, Chennai, India.

Duration: 2009 – 2011

- **BSC Mathematics**

Scott Christian College Affiliated to MS University, India

Duration: 2005 – 2008

EXPECTATIONS

- A good working environment
- Scope for career growth
- Decent remuneration

PERSONAL DETAILS

- Date of birth : 12 March 1988
- Sex : Male
- Nationality : Indian
- Passport No : G7221656
- Marital Status : Married
- Visa Status : Visit visa
- Visa Expiry : 12.12.2023

Key Skills

AREA OF EXPERTISE

- Logistics Executive

ADMINISTRATIVE SKILLS

- HR Generalist
- Accurate Decision Making
- Database Admin
- Staff Recruitment / Retention
- Disciplinary Procedure
- Employee Development / Training
- Employee Relation & Grievance Handling
- Salary Negotiations & Payroll
- Confidential Record Keeping
- HR Policies / Procedures
- Team Building

PERSONAL SKILLS

- Ability to complete assigned project tasks.
- Strategic thinker and practical executor.
- Preparing paper work for regulatory bodies
- Polite, respectful, and courteous manners.
- Ability to work in a fast-paced, intense environment smoothly.
- Responsible, dependable, punctual, take pride in work.

LANGUAGES KNOWN

- Speak: English, Tamil, Malayalam, and Hindi.
- Read: English, Tamil.
- Write: English, Tamil.

WORK EXPERIENCE

- **Raghvani Textiles Pvt Ltd, KSEZ**
- **Freight Log Forwarders India Pvt Ltd**

WORKEXPERIENCE:

RAGHVANI TEXTILES PVT LTD, KSEZ, GUJRAT.



Designation : Logistics Coordinator

Period : Sep 2012 to Oct 2019

RESPONSIBILITIES: Logistics

- Handling 45'HC X 40'HC Imports Containers from UAE, OMAN, USA & CANADA and 20HC & 40'HC Exports containers to East Africa, GCC & Other Countries.
- Container booking for pickup of cargo from warehouse premises until delivery at CFS / Port.
- Proper maintenance of contacts, customs code, HS CODE and other data of customers and other parties.
- Comprehensive Knowledge of providing Customer Service to assigned base of accounts and preparing shipping documents. (Invoice, packing list, item packing list, weight list, Exporter Certificate, Shipment Advise, delivery notes, legalized documents, Insurance, COO & Fumigation)
- Export and Import Shipping Bills Invoices Online Register in KANDLA SPECIAL ECONOMIC ZONE.
- Verifying and Preparing Shipping bills documents.
- Prepare Shipping Instruction through online presentation as per carrier line website (MSC, DELMAS.CMA CGM, MAERSK, COSCO, HAPAG-LLOYD, HAMBURG SUD).
- Follow up the Bill of Lading.
- Freight negotiation with Shipping Line all carriers Agents.
- Follow up with factories for each shipment to ensure the presentation of document within the Time limits and update the Delivery reports, planning deliveries and shipping.
- Preparing and submitting Certificate of Origin.
- Handling and follow up for Fumigation Certificate works.
- Tracking of containers (movements from Container freight station (CFS) > Container Yard (CY) to Destination.
- Handling Inspection Associates Works bellows (FERI, CNCA,)
- FERI (Fiche Electronique de Renseignement à l'Importation) Certificate relevance works.
- CNCA (Conselho Nacional de Carregadores) Preparation for Verifier Handling Inspection Associated Works.
- Ensure cargo items are correctly manifested and loaded to the right Vessel.
- Facing with Kandla and Mundra Port customs and External Inspection authorities for goods documents
- Customs clearance.
- Final Documents Preparation and Submitted to parties.
- Managing warehouse operations, including implementing handling, inventory procedures – ensuring efficient
- Operation of distribution.
- Communicating with Overseas agents and customers thru E-mail & Telephone for their and our Requirement.
- Expedite All the Ex-work Purchase orders & arrange the international Sea shipments & Airshipments as per the weight & Volume & urgency of the Purchase order.

WORK EXPERIENCE:

FRIEGHT LOG FORWARDERS INDIA PVT LTD



Designation : Logistics Executive

Period : Dec 2019 to Aug 2023

RESPONSIBILITIES:

- Handle operations of all carriers i.e., Sea, Land, Trouble Shoot all issues of Loading, Transshipments and Final Deliveries.
- Organize Land Transportation for inbound and outbound. LCL/FCL shipments coordinate multi point loading and monitor the movements.

- Customers support and follow up for smooth shipping operations.
- Facilitate shipment status update to customers through Monitoring Movements from Origin to Destination.
- Co-ordination and support to Sales team and Accounts personnel in their activities.
- Coordinate deliveries for repaired or returned items.
- Reviews expediting schedules on all customer orders. Obtains and forwards information to planning and sales teams.
- Arranges transportation and forwarding services for all orders to ensure material is delivered as per schedule.
- Updating the delivery schedule for each purchase order in SAP to get easy status to all the concerned departments
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COMPUTER SOFTWARE SKILLS:

- MS Offices,
- SAP-FICO,
- Supply Chain and Inventory Management,
- Epicor, Focus,
- Windows 7, 8 & 10.

DECLARATION:

I hereby declare that all the above given information is true to the best of my knowledge and belief.

Place: Dubai, UAE

Yours Sincerely,

DATE:

ARZAD M