

SAMIR RASHID



Logistics Executive [Import, Export, Inventory, Warehouse operations]

Name :	Kazi Samir Abdul Rashid.
Nationality :	Indian
Date of Birth :	21 st August 1975
Passport Details. :	Z 4417198 Date of Issue. : 2018 Date of Expiry : 2028
Address & Contact details :	skshiny7@gmail.com Tel. : +971 58 851 7428
Language :	English, Arabic, Hindi, Urdu, Gujarati.
Marital Status :	Married.
Hobbies / Interests :	Listening to Music and Travelling.
Academic Qualification :	Secondary School Certificate. Passed in March 1991, G.S.E.B. Gandhinagar, Gujarat.
Additional / Technical Qualifications / Experience :	Microsoft Windows 1995 & MS Office 1997 (Word, Excel, Power point etc) Usage of E Mail, Internet, Telex (manual) & GN Comtext. Diploma in Information & system Management. Passed in April 1998, Aptech Computer Education, Rajkot, Gujarat. Passed November 1994, English shorthand & Typewriting, G.S.E.B., Gandhinagar, Gujarat. Passed November 1994, English shorthand & Typewriting course, Industrial Training Institute, Gondal, Gujarat. International Logistics & Transport in Supply Chain. – 2021 Logistics & Supply Chain Managements: Incoterms 2020

Job Description & Professional Experience:

M/s. SABHARWAL INTERNATIONAL FZE.

Manufacturer of Brakes Pad
January 2024 – TILL PRESENT.

- Working as a Warehouse Supervisor (Manufacture Unit).
- Production Planning
- Inward, Outward Shipments.
- Inventory Management.
- Employee Management (Training, Visa,)
- Other Admin duties like License renewal, Employee's Training Payment follows up,
- Dubai Trade Process for all procedure.
- Handling staff with 10+ Employees.

M/s. SWELYA AUTO SPARE PARTS TRADING LLC. (Dubai – UAE)

M/s. RING GOLD AUTO PARTS FZE (JAFZA – Dubai)

Export - Import (Auto Spare Parts)

December 2018 – December 2023

- Working as a Logistic Executive.
- Warehouse Operation. (Arranging the goods, Inventory)
- Preparing Export / Import Documents. (LC Application, CAD, FOB)
- Administration job. (Filling, Correspondence with Bank, Supplier & Client)
- Follow up with Shipping Companies for shipment Export / Import.
- Follow up with Supplier for Material delivery and documents.
- Preparing documents for Export / Import and for FCL / LCL.

M/s. GROUP MAHIR IMPORT EXPORT, [Mumbai, India]

Merchant Exporter (African Market)

September 2011 to December 2014

- Working as a Export Executive.
- Sales Documents, Banking job for Overseas Payment Follow up and Documents.
- Dealing with Vendor for best product and its development.
- Arranging FCL/ LCLby Sea / Air and its Documentation as per requirements.
- Warehouse Operation as per requirements (Company its has own WH with area of 2000 Sq.Ft) For Material loading/Un Loading.
- Handling complete branch Independently with employee of 10 persons.
- Knowledge of all procedure in Export from Planning, Purchasing, Arranging container, 3rd Party Inspection, Container Stuffing, Documentation, Payment and everything As per ISO system.

M/s. Faisal M Higgi. Establishment, Kingdom of Saudi Arabia
An ISO 9001:2000 recognized company. (Saudi Aramco's Contractor)
Shipping agency, Ship – Chandelling, Custom – Clearance & Freight Forwarding.
MARCH 1998 TO FEBRUARY 2001

➤ **ACCOUNTS DEPT.**

- Compilation & checking related documents for Disbursement Accounts.
- Feeding information related to DA into the system.
- Updating the records – payment receipt etc.
- Working on ISO 9001:2000 approved system.
- Handling average 200 DA's per month, such as Agency and Service DA's like Crew changes / Supply etc.

➤ **SHIP CHANDLING DIVISION .**

- Receiving inquiries and scrutinizing.
- Making offers, considering all related factors at the time of supply.
- Raising Purchase Order's after comparing the Prices and terms of various suppliers.
- Follow-up with the supplier for timely availability of the stores.
- Raising Invoices to Master / Owners.
- Conversant with IMPA and ISSA catalogue.
- Updating supplier's Prices.

➤ **SHIPPING OPERATION.**

- Dealing with Port for daily routine movement of Vessel.
- Handling complete Operation Independently.
- Follow – up with Master / Owner for Vessel's movement.
- Handling 150 -200 calls per month.
- Also taking care of requirement from Vessel for supply of Provision, Stores etc.