

# William Lobo

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## Career Objective

To grab an opportunity and set myself a goal where I can be innovative and attain a challenging position by exercising my interpersonal and professional skills to the fullest for the growth of the organization and mine as well.

## Professional Experience

### I. GAC (Gulf Agency Bahrain W.L.L)

Designation: **Air Freight Coordinator** Duration: 7<sup>th</sup> May 2023 to 9<sup>th</sup> July 2023.

- Ensure agents/clients supply proper documents to open job files and record shipping data. Accurate data entry
- Reconcile and verify the data entered and generate various related documents (MAWB/HAWB/CAN/POD/GACtrack events, etc.)
- Ensure that cargo arrival notifications with charges are dispatched to customers within set time frames.
- Send notifications with charges to customers on the same day of arrival.
- Ensure timely availability of delivery orders.
- Smooth running of the shipments' customs clearance & delivery.
- Coordination with customs clearing brokers for smooth clearance.
- Compliance with schedules and meeting deadlines.
- Prepare Airway Bills as per IATA regulations.
- Coordinate with Transport Department for cargo delivery.
- Pass job files for billing. Check the job and ensure all supplier invoices are actioned. Ensure prompt billing.
- Perform any task delegated by department colleagues.
- Any other responsibility as per Management requirements.

### II. Aramex- Delivery Unlimited, Bahrain

Designation: **Operation Executive** Duration: 27<sup>th</sup> February 2019 to April 29<sup>th</sup>, 2023.

- Handling particular on Export Shipments, Import & transit Shipments. ( Air & Land )
- Execution of Shipments AWB (MAWB, HAWB, Manifest, Labels etc.,)
- Ensure that shipments are picked up and delivered as per time frame.
- Finalize agreements with airlines, trucking suppliers, in line with freight standards.
- Ensure good communication with the customer service and sales team
- Handling of Dangerous goods, as per IATA rules & regulations.
- Handling And Preparation of import/export/transshipment BOE/permits with clearance.
- Dealing With operational improvements,
- Sending of pre-alert to agents, emailing HAWB / documents to shipper, etc.
- Maintains positive and respectful attitude while working independently and in a team environment.

### III. Shereen Tower Construction (Electrical Division)

Designation: **Accounting Assistant** Duration: 29<sup>th</sup> April 2018 to 25<sup>th</sup> February 2019

- Providing support to the Accounting Department.
- Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
- Handling communications with clients and vendors
- Processing transactions, issuing checks, and updating ledgers, budgets, etc.
- Assisting with audits, fact checks, and resolving discrepancies.

#### IV. Decathlon Sports India Pvt. Ltd. (Sports for All, All for Sports)

Designation: **Retail Logistician** Duration: 15<sup>th</sup> September, 2017 to 28<sup>th</sup> January 2018

- A vital part of customer experience.
- Dispatch process and packaging standards
- Preparing Document work for transportation
- Train new member for better customer satisfaction
- Order fulfilling of all website orders, operating both on B2B and B2C (through different carriers)
- Overall responsibility to support Omni commerce team with order fulfillment from warehouse. Fulfilling customer with minimal mistakes
- Responsible for order fulfillment and implementation of marketplace (Snapdeal, Flipkart) project in Omni commerce platform

**V. Orthodox Syrian Christian Educational Society® (OSCES), Brahmapur** as Internal Auditor from December 2016 to May 2017

Job Type: Part Time

#### VI. Sambodhi Research and Communication Pvt. Ltd.

Designation: **Data executive cum administrative assistant**

Duration: November 2013 to Jan 2015

A study on health research title 'IMACHINE' improving maternal and child health in India

- Procure to pay, Invoice Processing, Vendor Management
- Follow-up and timely closure of payments and month end closing activity.

#### Academic Details

- **Master of Commerce(2015-17)** :
  - Specialization : Logistics and Supply Chain
  - University/Board : Manipal University
  - Institution : Department of Commerce, Manipal
- **Bachelor of Commerce(2010-13)**:
  - Specialization : Professional
  - University/Board : Mangalore University
  - Institution : Saint Mary's Syrian College, Brahmapur
- **+2 Stream(2008-10)** :
  - University/Board : Karnataka Pre University board
  - Institution : Saint Mary's Syrian Pre University College, Brahmapur

#### Technical skills

- Knowledge of MS Office (MS excel, PowerPoint, MS word,) and Internet
- Basic knowledge of Tally ERP 9.0
- Cargo Wise, GAC Freight/Login and Freight Tracking system(FTS)
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#### Certifications

- Functional certificate program on Logistics and Supply Chain Management from **CII (Confederation of Indian Industry, Institute of Logistics)** in October 2015 and March 2016.
- Soft Skill Training certificate from Ramakrishna Hegde Skill Development Centre (A Unit of Konkan Rail Academy) in April 2016.

#### Internships/Project Reports

I. **Summer Internships Projects:** Shakthi Plastics Ltd., Barkur-A project with title "**A study on Production Process and Inventory Management at Shakthi Plastics**"

II. **Local Internship Projects:** Vishwas Tyres, Brahmapur- A project with title "**A study on inventory management of safety stock at Vishwas tyres**"

### Achievements / Extracurricular activities / Interests

- **Leadership /volunteer work:** Vice President and treasurer of Saint Mary's Orthodox Syrian Youth Association. Active participating in events organized by the Association.
- **Sports and Athletics:**  
**Cricket:** Represented in Mangalore University Inter College and Udupi inter zonal college cricket tournament in the year 2012. Represented 1st Mangalore Premier League season December 2015 Assist coaching for juniors sections. Organizing of various tournaments.  
**Volleyball:** Represented under 16 years volley ball team in Association of Indian Certificate of Secondary Education and Central board of secondary education School Games Competition. Represented at Bahrain at various tournaments.  
Represented in Manipal University Inter Collegiate tournament, as a captain.  
**Kho-Kho:** Represented under 16 and 14 years team in AICS Games Competition and lead as a captain to winning and been awarded the Best Runner and Best All-rounder.  
**Athletics:** Best with both field event (High jump, Long jump) and track events (100mtrs, 200mtrs, 400mtrs).

### Personal Details

<b>Name</b>	: William Lobo
<b>Father's Name</b>	: Peter Silvester Lobo
<b>Date of Birth</b>	: 31/07/1992
<b>Nationality</b>	: Indian
<b>Marital Status</b>	: Single
<b>Religion</b>	: Christian
<b>Languages Known</b>	: English, Hindi, Kannada and Konkani
<b>Permanent Address:</b>	: 'Grace House' House No. 1-34a, Behind Lewis Natural Foods Pvt. Ltd. Baikady, Brahmavar Post, Udupi District Karnataka-576213, India
<b>Current Address:</b>	: Street 1047, Sharjah, United Arab Emirates

### Passport Details

<b>Passport No</b>	: Y9036595
<b>Date of Issue</b>	: 01-09-2023
<b>Date of Expiry</b>	: 31-08-2033
<b>Visa Status</b>	: Visit Visa
<b>CPR #/ Driving License (BAH)</b>	: 920710824

### Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Date:

**William Lobo**

Place: United Arab Emirates