



Ismail Mohamed Rasheed

Operations & Logistics Coordinator

I am a seasoned professional with a proven track record in efficiently managing the end-to-end process of importing goods to Dubai. With hands-on experience, I've successfully overseen driver operations, managed outbound orders for FMCG and pharmaceuticals across the UAE, and coordinated transportation from port to destination. My expertise includes fleet management, cost reduction strategies, and effective coordination with various departments. Proficient in ERP systems and MS Office, I bring a wealth of skills to enhance operational efficiency. Additionally, I hold a valid driving license, adding further flexibility to contribute to the success of your organization.

✉ ismailramirasheed@gmail.com

☎ +971-54-437-6064

📍 Dubai, United Arab Emirates

SKILLS

Fleet Management Operations Management Supply Chain & Logistics Inventory Management Client Relations
Warehouse Coordination Sales Optimization WMS Expertise FIFO Compliance Compliance Management
Stock Forecasting Risk Management Strategic Planning Expense Management Workflow Management
Multitasking Decision Making Administration Communications Vendor Management Team Leadership

WORK EXPERIENCE

Logistics Operations Coordinator

National Trading Developing Enterprises (NTDE)

10/2021 - Present

Dubai, UAE

Achievements/Tasks

- Overseeing the entire process of importing goods, from the point of origin to the destination in Dubai. This entails managing the logistics and administrative aspects of importing products.
- Hands-on experience in monitoring and supervising drivers to ensure they adhere to schedules and practice safe driving habits ensure they adhere to schedules and practice safe driving habits.
- proficient in using MS Office applications to analyze data, generate reports, and streamline communication.
- Proven track record of efficiently planning and managing outbound orders for both FMCG and pharmaceutical products across all Emirates in the UAE. I am familiar with the logistical challenges specific to these sectors.
- communication with overseas suppliers to coordinate shipment schedule
- Coordinating the transportation of imported goods from the port of entry to their final destinations within the UAE. This may involve working with transportation and freight companies.
- extensive experience in overseeing and managing the entire fleet operations, including handling vehicle licenses, supply permits, registration processes, and ensuring regular vehicle maintenance to guarantee optimal performance and compliance.
- implementing innovative methods to decrease operational costs and enhance overall efficiency.
- Co-ordinate with sales officials, EDP, accounts, delivery section, and packaging on a daily basis if required.
- Distribute assigned jobs to all colleagues, staff, and subordinates and handle them as per their caliber; also guide and provide solutions to problems arising from time to time.
- Products handling -Tobacco, Pharmaceuticals, Chocolates, frozen Items, food.
- possess a strong working knowledge of Enterprise Resource Planning (ERP) systems tailored to logistics operations

Delivery Coordinator

GO LINE NETWORKS (Partnership with Amazon India)

04/2019 - 03/2021

Kerala, India

Achievements/Tasks

- Assigned delivery and pickup tasks to your team members or drivers. This involves managing schedules and routes to optimize efficiency
- Responsible for coordinating both incoming and outgoing inventory deliveries.
- Planning, scheduling, and organizing deliveries to meet customer demand and adhere to deadlines
- Maintaining accurate and organized records and logs related to shipping and receiving
- Tracking inventory but also ensures data accuracy and compliance with relevant regulations and standards.
- Responsibility extended to overseeing and actively participating in the loading and unloading of deliveries
- Dealing with customer returns is a vital aspect of logistics. You were responsible for managing and coordinating the return process
- Assigned delivery and pickup tasks to your team members or drivers.
- Managing and coordinating the return process, which includes assessing returned products and deciding on appropriate actions
- promptly report any damage to or defects in products on concerned Departments and initiating corrective actions
- Proper record-keeping is crucial for tracking inventory, deliveries, and returns accurately

EDUCATION

Bachelor of Commerce (2017 - 2019)

Bharathiar University Tamilnadu, India

ACHIEVEMENTS

Championed as Stock Take Controller & Investigator in India Warehouse in the year 2020, showcasing analytical prowess.

Revolutionized the design and content of weekly reports, bolstering two-way communication within the brand and country operations.

Collaborated with the HR department in formulating disciplinary processes, instilling a culture of accountability.

Spearheaded the development of 'Train the Trainer' programs and staff development initiatives, preparing for future business growth.

TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint & Outlook)

Warehouse Management Systems

PERSONAL DETAILS

Nationality India

Languages English, Hindi, Tamil and Malayalam

REFERENCES

Available upon request.

