



# JOHAR MOIDUNNY

## LOGISTICS EXECUTIVE



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[joharcct@yahoo.co.in](mailto:joharcct@yahoo.co.in)

## CAREER SUMMARY

Highly motivated Professional with **15 years** of experience in coordinating shipments, managing inventory, and overseeing warehouse operations. Proven track record of ensuring timely efficiency in all areas of logistics management and supervision. Adept at building relationships with vendors and clients and developing strategies to improve processes and cost-saving strategy. Experienced leader, able to communicate effectively with the upper management and motivate teams towards a shared goal. Possesses excellent analytical and problem-solving skills, interpersonal communication, and attention to detail.

## WORK EXPERIENCE

July 2007 – August 2023

### LOGISTICS EXECUTIVE CUM WAREHOUSE COORDINATOR

Mohamed Abdulrahman Al-Bahar LLC (Caterpillar Dealer), Sharjah, UAE

- Overseeing the management of parts and equipment inventory, ensuring that stock levels are maintained to meet customer and operational demands.
- Ensuring that all logistics activities comply with company policies and legal requirements, including health and safety regulations.
- Coordinate the shipment of goods to all branches and customers via courier (DHL, TNT, etc.), air, sea, or land based on their specific requirements.
- Arrange all necessary shipping documents from relevant authorities, such as the Chamber of Commerce and the Ministry of Economy.
- Liaise with branches to obtain required approvals for the shipment of oil, batteries, tires, and chemicals.
- Oversee and manage the supply chain and logistics operations, ensuring timely and efficient documentation and accounting processes.
- Address customs-related issues and stay updated on new regulations to ensure smooth customs clearance and timely delivery.
- Handle warehouse operations for both exports and imports.
- Monitor the inward and outward movement of goods closely.
- Prepare and present regular reports, including landed cost analysis, lead time, sea shipment status, and warehouse operational reports, to department heads.
- Report any damages, shortages, or excesses received to Caterpillar or the supplier.
- Declare insurance for all branch transfer shipments.
- Manage all tasks related to the customs clearance of shipments, including the preparation and submission of required documentation.
- Handle all aspects of quotation management, including the preparation and review of quotes for shipping and logistics services.
- Perform various administrative and office-related tasks as needed to support the logistics and supply chain operations.

## KEY SKILLS

### Supply Chain Management

Inventory Management

Strategic Planning

Warehouse Operations

Record Keeping

Multitasking

Global Logistics

### Logistic Planning

Customer Relation

Cost- saving Strategies

Process Improvements

Problem Solving

Effective Communication

Issue Resolution

## EDUCATION

Bachelor of Commerce (Completed)

University of Calicut, Kerala, India

## COMPUTER PROFICIENCY

DBS

Ms Office Packages

TALLY

TYPE WRITING (English)

## PERSONAL INFO

Nationality : Indian

Gender : Male

D O B : 25/05/1973

Marital Status : Married

## DRIVING LICENSE

Valid UAE Driving License

License No : 506386

Validity : 03/11/2026

## LANGUAGES KNOWN

English

Hindi

Arabic

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