



# Mr Wilfred Prakash Fernandes

📍 Al Mankhool Dubai UAE

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🎂 14/05/1976

## OBJECTIVE

Seeking an opportunity where I can help an organization improve its efficiency and grow profits. Proven record of management success in large-scale organizations.

## SKILLS

- Refrigeration systems repair.

Ductwork installation.

Electrical cooling systems.

Preventive maintenance.

Problem solving.

Time management.

Communication.

Interpersonal skills.

## INTERESTS

- Interacting with people, Sports, Music, Driving, Movies, Travelling .

## LANGUAGE

- English, Hindi, Konkani & Basic Arabic.

## EXPERIENCE

### → June 2015 - March 2023

#### Hazel Middle East FZE

Manager

- Prepare all necessary documentation for all import and cross trade shipments.
- Ensure scheduled shipment reports are kept accurate and updated.
- Liaise with warehouse to obtain receiving schedule and ensure all shipments are in accordance with relevant rules and regulations.
- Resolve customer complaints via phones, emails and Advice on company information.
- Take payment information and other pertinent information such as address or phone numbers confirming the same.
- Checking LC for amendments if any and confirming the same.
- Preparing shipping documents as per LC and customer requirements.
- Chamberisation of documents for certificate of origin.
- Applying online permits for various DG products on Ministry of Health website (MOH).
- Coordinating with SGS and Bureau Veritas for the inspection of goods for cross trade

### → November 2014 - March 2015

#### Promate Technologies

Logistics & Shipping Controller

- Clearing of all Import & Export Shipments and applying for duty exemption from Ministry of Finance (MOF).
- To pass the bill of entry on Dubai Trade (E-Mirsal 2).
- Finalizing shipping company for importing products to Dubai.
- Coordinating with transporter for delivery of import goods.
- Responsible for all documentation related to import and export like the following:
  - DP World Payments.
  - Inspection of Material in the Port.

### → January 2011 - October 2014

#### Al Shafar Steel Engineering LLC Dubai, UAE

Customs & Purchase Coordinator

- Clearing of all Import& Export Shipments.
- Responsible for all documentation related to import and export like the following: Application of Duty Exemption.
- Increasing Import Quota.
- DP World Payments.
- Inspection of Material in the Port.
- Port Handling.
- Coordination with Insurance, Clearing Agent & Port Authorities in Case of any Discrepancies Short Material Landing & Damage.
- Legalization of Documents through bank & Application for Certificate of Origin through Chamber of Commerce.
- Coordinating with Suppliers for the Shipment & Timely delivery of Material to avoid any Demurrage Charges.
- Check the proper calculation of all related charges.
- Check all related document required in clearing procedure.
- Verify and review the invoice submitted by the clearing agent for payment.
- Receive and physically check the material and verify relevant Material Test Certificates, control storage and maintain minimum stock re-order level according to the average Consumption.
- Organize the material stacking areas in easily accessible way in order to eliminate the bottlenecks in receiving, stacking and issuance of material by heavy handling equipment's during loading and unloading.
- Updating all finished goods in Strumis Ace Cad Software for Inventory Monitoring.
- Prepare daily receiving and issuance reports.
- Coordinate and update production supervisors and foremen regarding the availability of stock and reconcile project material on on-project completion to ensure and plan availability of materials for ongoing projects.
- Supervise arranging of material on FIFO (first in first out basis) in order to avoid expiry and to ensure timely claims.
- Provide active support to Production, Planning, Control and Shipping department for proper execution and planning of jobs.
- Maintain all store related documents for ISO procedure and audit purposes.

➔ **September 2001 - December 2010**

**Mammut Building Systems(FZE) Dubai**

Admin Coordinator

- Receive and physically check the material and verify relevant Material Test Certificates, control storage and maintain minimum stock re-order level according to the average.
- Organize the material stacking areas in easily accessible way in order to eliminate the bottlenecks in receiving, stacking and issuance of material by heavy handling equipment's during loading and unloading.
- Updating all finished goods inventory in Oracle CRM.
- Prepare daily receiving and issuance reports.
- Coordinate and update production inform the supervisors and foremen regarding the availability of stock and reconcile project material regarding project completion to ensure and plan availability of materials for ongoing projects.
- Supervise arranging of material on FIFO (first in first out basis) in order to avoid expiry and to ensure timely claims.
- Provide active support to Production, Planning ,Control and Shipping department for proper execution and planning of jobs.
- Maintain all store related documentsfor ISO procedure and audit purposes.
- Updating of Buy outs& Special Buy outs in respective sub-inventoried.
- Loading Bill of Material using Customized Software.
- Updating finished goods inventory in oracle CRM.
- Coordinating with Customer Services, Purchasing & Production Department to resolve issues.
- Releasing job orders to various departments with drawings.
- Calculating the man hours for each project in Oracle CRM.
- Updating the production report in the server.
- Supervise the project given by the management
- Lead multidisciplinary team of up to 60 employees with two lead-menworking on multiple projects simultaneously.
- Coordinated work of employees and outside contractors to meet deadlines as well products to be delivered.
- Leadership to motivate individuals.
- Coordinate with shipping department for shipment date of the projects and task.
- Preparation of the production report on a daily basis.
- Maintain the records of each project according to area wise / buildings..

## → June 1997 - December 2000

### **Voltas**

Supervisor HVAC

- Install, repair and maintain HVAC equipment for commercial buildings following state regulations and safety standards.
- Perform preventive maintenance on all AC units to ensure they are running efficiently with minimal disruption.
- Test mechanical components of the heating system such as motors, relays, switches, humidifiers using appropriate tools including multimeter volt ohm meters etc.
- Developed new maintenance procedures.

## EDUCATION

### ✓ 1997

#### **Fr Angel Institute**

Diploma in Technical School, from Fr.Agnel Institute of TechnicalStudies, India

72

### ✓ 2008

**Indria Gandhi New Delhi**

Higher Secondary School

75

✓ **1995**

**St Joseph**

Senior Secondary School

60