

ANOOP V

Sharjah
United Arab Emirates
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CAREER OBJECTIVE

Seeking a position as **Logistics Assistant / Logistics coordinator** to utilize my skills and abilities in the Logistics Industry, a job where growth prospects are unlimited, and individuality is recognized by work, and to achieve professional satisfaction by meeting higher responsibilities and involving in competent work areas.

Key Responsibilities:

- Superior administrative skills with knowledge of **ROAD, AIR and OCEAN** movements
- Coordinated with shipping lines and Delivery order collection from shipping lines.
- Expertise in managing **E-Mirsal 2**
- Ocean Freight Export and Import Documentation and Clearance.
- Expertise in supervising Customs Inspection.
- Applying **FIRS, FITR, FRLA** for food item using **DM porta. I**
- Manage to resolve the Customs related issues within the given time frame.
- Arranging Container acceptance letter and Customs doc Submission.
- Handling petty cash and maintaining a positive balance at any given time.
- Maintaining the accurate Data of all the shipments in Excel on a daily basis.
- Issuing **GATE PASS** and paying duty & **DPW** online.
- Handling municipality (**DM**) transfer in **ZAD application** and release certificate submission.
- Expertise in managing **AIR FREIGHT** shipments.
- Applying attestation of commercial invoice and COO in **MOFAIC**.

PROFESSIONAL EXPERIENCE

LOGISTICS COORDINATOR

Emerging World FZC Ajman | April 2017- Present

LOGISTICS COORDINATOR

Aramex, Chennai, India | August 2014 - March 2017

EDUCATION

MBA Finance, Marketing | 2014

University of Bangalore, India

Bachelor of Commerce | 2012

University of Kerala, India

SOFTWARE PROFICIENCY

- Tally ERP
- Ms Office
- Ms Project
- Internet and E-mail applications

PERSONAL DETAILS

Nationality : Indian
Date of Birth : April 28, 1990
Sex : Male
Marital Status : Married
Languages Known : English, Hindi, Malayalam & Tamil

UAE DRIVING LICENSE NO : 195605

DECLARATION

I confirm that all the above furnished information is true and correct to the best of my knowledge and belief.

Anoop Vijay