

# ILYAS IBRAHIM

## ADMINISTRATION / LOGISTICS COORDINATOR




Accurate and performance driven Human Resource professional bringing over 5+ years of experience in Business and Operations, public relations, problem-solving & leadership skills, combined with deep knowledge in managing logistics operations that contributes high value for the organization.

Currently seeking a position as Logistics coordinator / Administration preferably in Automobile / Shipping & Logistics / Education / Airline / Hospitality / Healthcare / Construction & Contracting / Travel & Tourism / Real Estate / Manufacturing or Retail sectors in UAE.

📍 Dubai, United Arab Emirates  
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## UAE EXPERIENCE

 **GULF DRUG LLC | DUBAI | UAE**  
Industry – Pharmaceutical Distributors  
**SHIPPING COORDINATOR**  
October 2021 – Till Date



- Well aware of all the UAE import & export procedures and documentation.
- Handling the Sea, Air and Land import shipments.
- In charge for checking the required documents for import shipments.
- In charge of doing the all types of import & export declaration.
- Responsible for Dubai Municipality clearance for Consumer goods and Food items (IRS).
- Booking Dubai Municipality clearance inspection.
- Responsible for arranging transportation to all warehouses in accordance with regulations.
- Clearing veterinary shipments from the Ministry of Climate change & Environment.
- Claiming the Missing documents and Re-export deposits from Dubai customs.
- Responsible to get approval from the Federal Tax Authority as required.
- Responsible for submitting cleared documents for verification in Dubai customs.
- Distribution of clearing documents after shipment.
- Responsible to record the daily financial transactions.
- Responsible for recording and filing daily shipments.
- Responsible to Request Goods Classifications from Dubai customs.
- Responsible for renewal of license, Custom Card and Dubai Customs Import Code.
- ATA Carnet & Re-export shipment follow up.
- Naqodi and CDR account monitoring and follow up.
- Coordination with the attestation and legalization of the document.
- Knowledge of taking approval from Federal Authority for Nuclear Regulation accordingly.
- Correspondence with Dubai Customs and Ministry Of Health.
- Booking courier for document submission.

## KEY SKILLS

### COMMUNICATION

### WELL ORGANIZED

### PROBLEM SOLVING

### LEADERSHIP

### WORKING WITH OTHERS

### CRITICAL AND CREATIVE THINKING

### THE LEARNER

### FLEXIBILITY

### BEING KIND

### GOOGLING

## EDUCATION

### 2019 – MASTER OF BUSINESS ADMINISTRATION (MBA-HR)

**Bharathiar University** | India  
(New Horizon College Of Engineering, Bangalore)

### 2016 – B.COM WITH COMPUTER APPLICATION

**Hamdard University** | India

## IT PROFICIENCY

- Insta Hospital Management System
- MS Office



MEDIQ HEALTHCARE LLC | DUBAI | UAE

Industry – Medical

**ADMINISTRATIVE ASSISTANT**

February 2021 – October 2021



- Assisting patients with ADT works.
- Reporting covid patient's up to date information to the health department.
- Collaborating with doctors to help with medical examinations, tests and order supplies.
- Validate accommodation and treatment for patients
- Managing Inbound/Outbound/Inventory of medical equipment's & hospital store
- Managing labours and scheduling their time sheet.
- Respond to mails and calls
- Coordinate with the maintenance team.
- Performing administrative operations, tasks and ensuring high quality service for hospital and patients.
- Ensure procedures with compliance.



## PERSONAL INFO

**Nationality:** Indian

**DOB:** 21<sup>st</sup> June 1995

**Gender:** Male

**Civil Status:** Married

**Languages:** English | Hindi | Malayalam | Arabic –Read & Write.

**Visa Status:** Employment Visa

**License : Valid - UAE License**



## INTERESTS

- Travel
- Poetry
- Badminton



## REFERENCES

Available on request

## INDIAN EXPERIENCE (3+ YEARS)



**NINJACART- 63 IDEAS INFOLABS PVT LTD | BANGALORE | INDIA**

Industry – Food Supply Chain

**ADMIN / OPERATIONS**

May 2018 – April 2020



- Provides administrative supports to ensure efficient operation.
- Identify all issues in team and provide continues support to all members according to operation standard.
- Responsible for Inbound/Outbound/Inventory management.
- Handling labours and assigning task to them
- Monitor labours work habit and make sure task complete in a timely fashion
- Coordination with logistics team.
- Coordinate with equipment and maintain quality.
- Respond quickly and practically to emergencies and situations.
- Manage and prioritize distribution process with necessary plans.
- Managing dispatching of the items to the distributors.



**AMAZON.INC-WORKEK SOLUTIONS PVT LTD. | BANGALORE | INDIA**

Industry – Finance & Marketing

**SALES EXECUTIVE**

May 2020 – September 2020



- Meeting customers
- Finding new channels for selling and distribution of product.
- Building rapport with customers and subsequently closing the deal.
- Building relation with customers and distributors.
- Demonstrating products to the customers.