**RESUME**

**TAJUDIN INAMDAR**

**Address**:Gulab Joshi Nagar, Road No-2, Church-Pakhadi,

Sahar, Andheri-East, Mumbai-400 099 **Mob:** +91 8169171203

**E-mail ID:****inamdar**taj2@gmail.com

**OBJECTIVE**

To secure a challenging position where I can effectively contribute my skills as professional, with competent technical skills and fulfilling the organizational goals.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Certificate/ Diploma/Degree** | **Institution** | **Year Of Passing** | **Percentage****(%)** |
| Bachelor of Commerce | Mumbai University | Apr-1996 | 2nd Class |
| HSC | Mumbai Board | Feb-1992 | 2nd Class |
| SSC | Pune Board | Mar-1990 | 1stClass |

**HOBBIES**

Reading, Listening music, travelling.

**PERSONAL INFORMATION**

**Date of Birth** **:**03/Jan/1973

**Gender** **:** Male

**Marital Status** **:** Married

**Nationality** **:** Indian

**Languages Known :** English, Hindi and Marathi

**WORK EXPERIENCE**

Worked with Company : **ARAMEX (I) P. LTD Worldwide International.**

Work Duration : **Feb-2001 to Aug-2005**

Designation : **Ware House Operation Officer**

**Role & Responsibilities**

* Handling all Import/Export Material at Warehousetally all inbound & outbound material according to the Manifest, Sending pre-alert to all location regarding theMaterial sent&received at End destination.
* Sorting all inbound& outbound material according to their sector and destination.
* Manifesting and preparing duty bills for all consignment.
* Handling Operations Including Import & export lodgment.
* To resolving all the regulatory customer compliance.
* Highlighting the discrepancies noticed, to the origin as well as destinations.
* Preparing Export Manifest for faster clearance of sector Like U.K & U.S.A at the other end.
* Co-ordinate with client for outstanding payment. (Duty Amt.)
* Maintaining Day by day Records of Employee.
* Follow-up with staff for the Deliveries & Pick-ups

* Handling Operations Including Import & export lodgment.
* To clear shipments from customs by fulfilling all Procedures, of Form IV and Form V.
* Highlighting the discrepancies noticed, to the origin as well as destination.
* Preparing Export Manifest for faster clearance at sector

Worked with Company : **RELIANCE INFOSTREAM PVT LTD**

Work Duration : **OCT-2005 to Sept-2006**

Designation : **Customer service Executive**

**Role & Responsibilities**

* Handling all inbound calls resolving customer’s queries solving all product related problem.
* To lodge complaints and fulfilling all needs relatedproducts.
* Highlighting the discrepancies noticed, to the Superiors As well as the concern Dept.
* Maintaining Day To day Records
* Follow-up with Back Office for Better service of the Company.

Worked with Company : **TNT India Pvt. Ltd**

Work Duration : **Oct2006 to MARCH 2012**

Designation : **Ware House Operation Assistant**

**Role & Responsibilities**

* Handling all Import/Export Material at Warehouse tally all inbound & outbound material according to the Manifest, Sending pre-alert to all location regarding the Material sent & received at End destination.
* Ensure that the documentation done by the network control.
* teams are accurate, timely and complies with the requirements of the allocated jobs
* Control Operations Management; organize appropriate shifts and manning levels to meet business requirements.
* Monitor all inbound / outbound alerts and transmit the Information to the different sections supervisors
* Ensure that the assigned Master Airway bills are based on the bookings done with the airline. Preparing Master Airway bills of appropriate Airlines.
* Answer all incoming traces and ensures compliance with the network traces response standards.
* Ensure accuracy of data on outbound flights; ensure that data is sent to the different sectors flights are logged in computer database and sent to final destination.
* Check and ensure that documents and materials to be used for shipment uplift are prepared.
* Check with airlines the upliftment of materials on same day inform the clients the same information.
* Handling All Import and Export Shipments
* Ensure that the Transshipment’s done through proper network.
* Arrangements of Driver and vehicles prior to the shipments, and allocate jobs to proper Driver.
* Control Operations Management; organize appropriate shifts and manning levels to meet business requirements.
* Sending pre-alerts to concern Destination and Dept, about their Shpts.
* Handling all transporters, Vendors and CHA follow-up.
* Preparing monthly Invoices, Debit note, Credit note of clients.
* Allocation of staff accordingly as per shift timings.
* Check and ensure that documents of the materials to be used for shipment traveling are proper.
* Information to clients about the cargo dispatched schedule from Airlines.

Worked with Company : **Naqel Express World-Wide (Saudi-Arabia)**

Work Duration : **Apr-2012 till June 2014**

Designation : **Regional** **Logistics Operation Coordinator (Eastern region)**

**Role & Responsibilities**

* Supervising and leading overall Operation activity in thealigned territory
* Managing the Operation team(Supervisor/ Leads/ Ground Staff/ Labours)
* Prompt decision making to solve operation failure,

Exception services, maintaining quality service level.

* Analysis of SLR report.
* Team training& guidance on new products/services/process.
* Work compliance as per ISO: 2001-08, Six Sigma, ERP. Standards
* Manage all supply chain- management as per ISO standard.
* To resolve all back end queries.
* Handling all import and export shipments at the branch**.**
* Checking all shipments pre and post documentation.
* Handling all clients’ calls and resolving all queries.
* Reporting all discrepancy to Superior and concern dept such as Customer Service and other.
* Team training & guidance on new products /services / process.
* To update and check status of shipments through track & trace system ERP.
* Handling all import and export commercial shipments as well.
* Work compliance as per ISO: 2001-08, Six Sigma, ERP. Standards.
* Manage all supply chain- management as per ISO standard.
* To resolve all back end queries Coordination with CHA & otherhandling agent, Airlines etc.

orked with Company : **Vulcan Express PvtLimited (Logistic partner Snapdeal.com)**

 Work Duration : **Sept 2015 till Feb 2017**

 Designation : **LINEHAUL EXECUTIVE**

 **Role & Responsibilities**

* **LMC** Handover within the Cut Time Flame
* Handling entire Inbound and Outbound Linehaul Operation.
* Responsible Seller RTV Delivery.
* Ensure Reporting as per defined norms and RCA (Root cause analysis) for escalation cases.
* Handholding smooth induction of the new joinees in the center.
* Co-Ordinate with Co-Loader for Inbound and Outbound load
* Responsible to ensure hygiene standards at the Center.
* Adherence to health & safety norms.
* Checking QC (Quality Check) of the product before packing
* Managing daily operation & accounts activities.
* Investigation of fraud and lost enquirers of cod, prepaid consignment’s of branch.
* Making new policies and take initiative to minimize branch pending performance.

Worked with Company : **Shadowfax Technologies pvt Ltd**

Work Duration : **Feb 2017 till AUg 2021**

Designation : **Airport Operations supervisor**

**Role & Responsibilities**

* Handling all import and export shipments at the Airport.
* Checking all shipments pre and post documentation.
* Handling all clients’ calls and resolving all queries.
* Reporting all discrepancy to Superior and concern dept such As Customer Service and other
* Team Handling and coordination with airline and Handling Agent.
* To update and check status of shipments through airline
* Handling all import and export commercial shipments as well
* Work compliance as per ISO: 2001-08, Six Sigma, ERP. Standards
* Manage all supply chain- management as per ISO standard.
* To resolve all back end queries Coordination with handling agent, Airlines etc.

Worked with Company : **Naqel Express Worldwide pvt Ltd**

Work Duration : **May 8 2022 till SEpt 08 2023**

Designation : **Team Leader Admin and operations**

**Role & Responsibilities**

* Handling all import and export shipments at the Airport.
* Checking all shipments pre and post documentation.
* Handling all clients’ calls and resolving all queries.
* Reporting all discrepancy to Superior and concern dept such As Customer Service and other
* Team Handling and coordination with airline and Handling Agent.
* To check and Resolve all Admin queries checking All staff Accomodation resolve their queries toresolve staff accomadation maintainence.
* Handling all vendorswho handle the maintenance
* Work compliance as per ISO: 2001-08, Six Sigma, ERP. Standards
* Manage all Vendors ppayments coordination with finance for payments
* To resolve all back end queries Coordination with handling agent, Airlines etc.
* to Keep a good relation with all Staff for their accomodatiom maintenance

Extra Skills

* Attended Six Sigma Green Belt Training on June – 2013.
* Attended Airside safety training-2015 online thru Qatar Airways.
* Attended Warehouse and cargo awareness -2015 training thru Qatar Airways.
* Attended Aviation Security Awareness -2015Online Course thru Qatar Airways

PERSONAL ASSETS

* Willingness to Learn New Things, if given a Chance.
* Always ready to give 100 % of Application & Dedication at Work

**DECLARATION**

I hereby declare that above mentioned information is correct to the best of my Knowledge and I bear the responsibility of the correctness of above mentioned particulars.

**Place: Mumbai Signature**

**Date :**

 **(TajuddinInamadar)**