

RESUME

TAJUDIN INAMDAR

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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	2 nd Class
HSC	Mumbai Board	Feb-1992	2 nd Class
SSC	Pune Board	Mar-1990	1 st Class

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 Warehouse tally all inbound & outbound material according to the Manifest,

Sending pre-alert to all location regarding the Material 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
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- 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
Work Duration
Designation

: **RELIANCE INFOSTREAM PVT LTD**
: **OCT-2005 to Sept-2006**
: **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 related products.
- 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
Work Duration
Designation

: **TNT India Pvt. Ltd**
: **Oct2006 to MARCH 2012**
: **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
Work Duration
Designation

: **Naqel Express World-Wide (Saudi-Arabia)**
: **Apr-2012 till June 2014**
: **Regional Logistics Operation Coordinator**
(Eastern region)

Role & Responsibilities

- Supervising and leading overall Operation activity in the aligned 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.
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orked with Company
Snapdeal.com)

Work Duration

Designation

Role & Responsibilities

: **Vulcan Express PvtLimited (Logistic partner**

: **Sept 2015 till Feb 2017**

: **LINEHAUL EXECUTIVE**

- **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

Work Duration

Designation

: **Shadowfax Technologies pvt Ltd**

: **Feb 2017 till AUg 2021**

: **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.
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Worked with Company : **Nagel 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 to resolve staff accomodation maintainence.
- Handling all vendors who handle the maintenance
- Work compliance as per ISO: 2001-08, Six Sigma, ERP. Standards
- Manage all Vendors payments 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 accomodation 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 -2015 Online 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)