



James George

Logistics Officer

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☎ (054) 387-4269

📍 Dubai

SKILLS

Planning/Organizing

Team Player

Flexibility

Decision Making

Adaptability

Multi-Tasking

CERTIFICATIONS

Cargo and Logistics [IATA Certified]

CAREER OBJECTIVE

Efficient professional with 4+ years of experience and a proven knowledge of international logistics both Import & Export and well experienced in local Customs clearances with documentations [Permits & Certificates], international trade, inventory planning and forecasting, and just-in-time purchasing. Aiming to leverage my skills to successfully fill the Logistics role at your company.

Experience

LOGISTICS OFFICER

Laboratory Scientific Supplies FZC, Ajman Free Zone, Ajman / May 2021- September 2021

- Managing and planning logistics, transportation and customer services.
- Directing, optimizing and coordinating full order cycle.
- Handling and resolving documentations.
- Manage shipments from suppliers to the end-users.
- Collection of Delivery Orders.
- Import/Export Customs clearances and preparation of BOEs for all shipments by Air/Sea for Import & Export.
- Submission of documents to Customs.
- Attend Customs inspection if required at airport/ports.
- Arrange Freight Forwarders as per the requirements of the sales coordination team.
- Prepare Municipality, MOH, Police [SIRA] and FANR permits for required shipments.
- Prepare Certificate of Origin from Dubai Chamber of Commerce for the Export shipments.

LOGISTICS OFFICER

BDH Middle East LLC, Al Rashidhiya, Dubai / Oct 2018 - May 2021

- Managing and planning logistics, transportation and customer services.
- Collection of Delivery Orders.
- Import/Export Customs clearances and preparation of BOEs for all shipments by Air/Sea for both Import & Export.
- Attend Customs inspection if required at airport/ports.
- Arrange Freight Forwarders as per the requirements of the sales coordination team.
- Prepare Police [SIRA], MOH and FANR permits for required Import shipments and Certificate of Origin for Export shipments.

COMPUTER PROFICIENCY

DUBAI TRADE
DUBAI CHAMBER
SIRA
FANR
MOH
AJMAN MUNICIPALITY
MS OFFICE

LICENSES

UAE DRIVING LICENSE

OPERATIONS MANAGER

Dreamer Trading LLC, Al Qusais, Dubai / Aug 2016 - Aug 2017

- Ensure all operations are carried on in an appropriate, cost-effective way.
- Improve operational management systems, processes and best practices.
- Purchase materials.
- Formulate strategic and operational objectives.
- Find ways to increase quality of customer service.

EDUCATION

DIPLOMA IN CARGO AND LOGISTICS [IATA CERTIFIED]

SPEEDWINGS AVIATION ACADEMY, KOCHI

BACHELOR IN BUSINESS ADMINISTRATION

MAR AUGUSTHINOSE COLLEGE, KOTTAYAM

HIGH SCHOOL

SHARJAH INDIAN SCHOOL, SHARJAH

PERSONAL INFORMATION

NATIONALITY: INDIAN

DOB: AUGUST 1991

MARITAL STATUS: MARRIED