

## Shadab Shakir Shamshi

UAE: Dubai

Mobile: 0097156-8526704

shadabshamsi@gmail.com



### OBJECTIVE

I desire to join in Operations/Cargo/Logistics Department in Company that has vision for growth and advancement. In the long term, I aim to reach Senior Management level and further my growth with your team that will contribute to the company's advancement.

### WORK HISTORY

#### Assistant Manager-Operations

**Royal Line Resources Ltd. (Radiant Group) Mumbai-India**

**OCT 2019 – MAY 2020**

- Handling ground and port/Vessel Operations (India-Vizag/Goa/China-Export).
- Handling/Storage of Iron Ore, Coal, Manganese Cobalt Container- Bulk cargo.
- Planning of bulk vessel (Handy max/panama/cape).
- Handling Barge loading and Mid-Sea (Anchorage) Vessel Loading Operations.
- Handling Container loading and Mid-Sea (Anchorage) Vessel Loading Operations.
- Managing work force of people (Port/Ground Staff) at different Site.
- Recognize major global customers to make stable sales and arrange costing to present prices to clients.
- Collect information & complete details from director for new vessel
- Make Contract and send to customer for signing& acknowledge.
- Making pre shipment documents and sent to CHA for shipping bill filling
- Checking checklist before shipping bill is filled.
- Appointing testing agents for pre sampling of material & vessel survey.
- Daily follow up with CHA & operation team regarding quantity loaded each day till loading completion.
- Follow up for B/L from CHA & custom attested documents.
- Follow up for Test reports from quality testing dept.
- Making complete post shipment documents.
- Submitting documents in bank.
- Coordinating with accounts team regarding payment credit updates.
- Follow up for Advance payment for shipments from Customers.
- Maintaining Buyers advance sheet and update regularly.
- Daily monitor and update shipment status to customer.
- Maintaining shipment status files and update on regular basis.
- Maintaining Platt's data.
- Correspond independently for complete shipment process.
- Making Associate Agreement
- Making CHA Tripartite
- Scrutinizing LC
- Checking LC based Import Shipping Documents
- Complete coordination with CHA
- Checking Duty Calculation and making duty payments

### **Transportation Supervisor/HSE Officer**

**Al Otaiba General Transport (AVIS) (SITE- ADNOC GP) Abu Dhabi-UAE -SEP 2014 – Sep 2019.**

#### **DUTIES & RESPONSIBILITIES:**

- Manage both daily logistical operations and driver's fleet while logistically meeting customer needs. Developed amiable, genuine, and supportive relations with drivers on a personal and professional level and collaborated with other departments to solve logistic/transport problems.
- Encouraged safe work actions through attending company safe-track meetings, conducting safety (risk) assessments, and holding one-on-one/group meetings. Reduced safety risk by managing day to day vehicles inspections.
- Ensured driver compliance as per ADNOC GP rules and regulations. Held one-on-one meetings to help reduce violations weekly with high offenders.
- Appraising driver's performance and took disciplinary measures when required.
- Create and develop a daily utilization report for the company owned vehicles.
- Manage and monitor the IVMS system and make sure no vehicles go to field without IVMS system.
- Maintain and Monitor the preventive and predictive maintenance plan for the company owned vehicles.
- Control the utilization of the whole fleet and make sure all the drivers are having the required licenses and certificate as per the country / company rules and regulations.
- Work closely with QHSE team, conducting training to company drivers.
- Control and monitor the IVMS system on daily basis.
- Maintain the implementing of managerial programs and requirements along with analyzing and evaluating internal (fuel, idling, maintenance, etc.) work operations for improvement of the assets.
- Kept track of driver hours and miles, planned routes to achieve maximum productivity in given hours.
- Improved all areas of fleet KPI performance through consistent focus and follow up.
- Improved year over year safety performance through increased focus, refinement of safe work procedures, rigorous enforcement and root cause analysis of incidents.
- Emergency response coordinator. Active participation in personal safety and health programs.
- Support the development and continuously improvement of the HSE regulations and procedures.
- Supervise the preparation of Tool box meeting, safety inductions.
- Prepare safety reports with a monthly activity including man-hours / statistics submission.
- Getting acquainted with and raising awareness of best practices throughout the Company Group.
- Monitor the implementation of the Project HSE audit schedule and lead internal and delivery Schedule, country HSE guidance documentations, etc.
- Oversee the administration, implementation and enforcement of all Health, Safety, and Environmental policies, procedures, and processes.

### **Assistant Manager-Operations**

**Royalline Resources Ltd.(Radiant Group) Mumbai-India**

**May 2009 – Jun 2014**

#### **DUTIES & RESPONSIBILITIES**

- Handling ground and port/Vessel Operations (India/Turkey/Iran/).
- Handling/Storage of Iron Ore, Coal, Manganese Bulk cargo.
- Planning of bulk vessel (Handy max/panama/cape).
- Handling Barge loading and Mid-Sea (Anchorage) Vessel Loading Operations.
- Handling Container loading and Mid-Sea (Anchorage) Vessel Loading Operations.
- Managing work force of 85 people (Port/Ground Staff) in 3 Countries.
- Recognize major global customers to make stable sales and arrange costing to present prices to clients.
- Selecting and estimating freight forwarders.
- Management of supplies, orders and payments.
- Updating and reporting on sales report.

## **Cargo Co-Ordinator**

**Damani Air Cargo Pvt Ltd**

**Mumbai-India**

**July 2005- Apr 2009**

- Heading the Air Freight / Sea Freight Department
- Handled Export – Import operations-documentation, attended to customer's rate inquiries, prepare quotation, make client follow up, communicate, and correspond with all international partners and their booking-status of shipments.
- Knowledge of passing export declaration and other custom formalities.
- Issue payments to Agents regularly
- Coordinate with various departments i.e. Sales, Logistics, Warehouse, Distribution, Shipping and Accounts for the purpose of expanding Export Sales Orders.
- Ticketing both Domestic & International.
- Corporate Clients Handling.
- Travel Insurance Handling.

### **EDUCATION**

#### **Educational Qualification**

Bachelors of commerce (Management), (Mumbai University-2005)

#### **Computer Proficiency**

- Certification in WINDOWS, MS-OFFICE & INTERNET- APTECH Institute.

#### **Other Proficiency**

- IATA/UFTAA Passed(Dec 2003)

### **SKILLS**

- Efficient in Microsoft Word, Excel, PowerPoint, Internet Explorer.
- Motivated and enthusiastic about developing good relations with clients.
- Effective working alone or as a cooperative team member.
- Professional in appearance and presentation.

### **LANGUAGES**

- English (Read,Write,Speak)
- Hindi (Read,Write,Speak)
- Urdu (Read,Write,Speak)
- Marathi (Read,Write,Speak)

### **PERSONAL INFORMATION**

Date of Birth : 25 Aug 1983  
Marital Status : Married  
Nationality : Indian  
Passport No : P-3213310  
Gender : Male  
Driving license : Valid UAE License/Valid India License  
Visa Status : Visit Visa valid till 28 March 2020

### **REFERENCES**

Referees will be available on request.