CURRICULUM VITAE

Name: Joyce Jenster Shaikilah

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Address: Dubai (UAE)

**Objective:**

I seek constantly to enhance my skills and ensure apposition of responsibility at an appropriate level in the company which will utilize my 4 years logistics background abilities and interests while providing opportunity for the growth of the company and myself.

**Experience:**

* Working as an In-Plant – Logistics Coordinator at DSV DWC.

Handling Customer: Ericsson supply Hub

From July 2021 to date.

Al Shirawi Management

**Responsibilities:**

* Handling quality check of materials received, their country of origin (COO) and the quantity received
* Doing proper quality check of the materials before packing, if damaged or missing materials and checking the country of origin of the materials to be packed.
* Checking packed orders and doing confirmation in SAP/M5 system.
* Capturing data of the packed orders in the SPG / tracker file with the correct Bill of Entry (BOE) and handling unit (Hus)
* Create invoices, packing list and printing labels for the materials.
* Checking for cancelled orders and raising a ticket to the HD to put the units back to stock.
* Processing outbound orders and generating pick list
* Creating gate pass for shipments
* Doing quality check of the shipment, to their country of destination and knowledge of the means of transport, by sea, air, or Road.
* Prepare daily list of materials / goods to be restocked and make reports
* Coordinate with team to ensure proper order lines of all the materials available
* Weekly count and report update of the stock (stock count)
* Monthly production report & Inventory analysis report.

**Experience:**

* Worked as an In-Plant – Logistics Coordinator at Al Tayer Logistics.

Location: Landmark distribution Center - JAFZA

From May 2019 to May 2021

Jams Manpower Services

**Responsibilities:**

* Daily coordination with origin and consignee
* Handling customer queries
* Ensure proper and Quality Check (QC) for the items before packed
* Handling internal and external orders & documentation
* Applying label or stickers on different items (fragile sticker for breakable things or items like glasses materials and keep Cool sticker for cosmetics and candles)
* Outbound documentation
* Liaising with customs team on documentation clearance
* Coordinating with transport team and warehouse team for deliveries

**Education:**

* 2012 – 2014: Diploma in Computer studies and front office / Reception
* 2009 – 2011: YMCA Institute – Wandegeya Certificate in cosmetology / Beauty
* 2004 – 2008: St. John’s Wakiso Secondary School Certificate in U.C.E.

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**Languages:**

* English – Excellent both written and spoken
* Arabic - Fair
* Hindi – Fair.

**Personal Details:**

Name: Joyce Shakilah Jenster

Nationality: Ugandan

Age: 31

Marital status: Married

Visa status: Employment visa

Visa Expiry: 06/07/2023