

CURRICULUM VITAE

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OBJECTIVE:

To seek a challenging position within a reputed organization and apply all my professional expertise, interpersonal and organizational skills, valuable experience at the optimum level and to facilitate continued career growth.

PERSONAL PROFILE

As a self-motivated and organized individual, my focus is always to see each project work I undertake to an expected end. I see challenging situations not as a problem rather than as an opportunity to learn something new .it gives me confidence to stick no matter how difficult the problem and complete it. It gives me great sense of accomplishment when this happen.

WORK HISTORY

Solutions INXS Fze
Habtoor International (Dubai, U.A.E)

Constanta International LLC. (U.A.E)

Operation Executive (2018 July to at Present)
Purchasing cum Logistics Executive (2016 Aug to 2018 June)
Coordinator (2012 Nov to 2016 July)

Operation Executive: Solutions INXS Fze [2018 July to till to date]

Responsibilities:-

- Handling with shipping carriers / freight forwarders to arrange the shipments after negotiation on freight.
- Arranging payment for DO collection after received the Cargo Arrival Notice (CAN).
- Working with Mirsal II, trading and E-clearance online package launched by Dubai ports and custom.
- authorities, for inbound/outbound and local exchange.
- Verifies and enters Invoice, Packing List, Bill of Lading, Certificate of Origin, Freight invoice etc.
- Looked after documentation pertaining to Customs & Ports & passed (E-Gate Pass)
- Prepare the FIRS apply to online from Dubai Municipality.

- Doing necessary arrangements for Container Inspection whenever required.
- Coordinating with the Transporters for container placement at the warehouse.
- Follow up with warehouse to get the original documents like GRN & Delivery Notes etc.
- Following Exit documents and resubmits to customs.
- Coordinate with factory for shipment details.
- Arrange the Delivery as per LPO.
- Coordinate with labors for stuffing and destuffing.
- Coordinate with drivers for arrange the delivery.
- Ensuring the safe and timely pick-up and delivery of shipments.
- Makes sure warehouse capacity is kept at optimal levels.

Purchasing cum Logistics Executive: Habtoor International [2016 Aug to 2018 June]

Responsibilities:-

- Prepare Enquiries, Request for Quotations (ROQ) and Request for Proposal (ROP)
- Purchase of materials from local and overseas as per the company's procedures. Responsible for negotiating & finalizing deal with the suppliers based on the stock and customer requirement
- Once order confirmed following up with the supplier for the delivery & coordinating till the goods are received in warehouse.
- Arranging T.T to the suppliers in coordination with the bank
- Covering insurance once the vessel sails from the port of loading and in case of any claims or demurrages taking it up with the insurer or the shipping agent.
- Preparing of monthly procurement reports
- Arranging payment for DO collection after received the Cargo Arrival Notice (CAN)
- Working with Mirsal II, trading and E-clearance online package launched by Dubai ports and custom authorities, for inbound/outbound and local exchange
- Handling with shipping carriers / freight forwarders to arrange the shipments after negotiation on freight (FCL/LCL/AIR/LAND)
- Verifies and enters Invoice, Packing List, Bill of Lading, Certificate of Origin, Freight invoice etc.
- FOB/ Ex works delivery terms & liaising for switch BL
- Practical knowledge of commercial terms, CIF, FOB,
- Looked after documentation pertaining to Customs & Ports & passed (E-Gate Pass)
- Prepare the DGR & FIRS apply to online from Dubai Municipality.
- Doing necessary arrangements for Container Inspection whenever required.
- Coordinating with the Transporters for container placement at the warehouse
- Applying claim for refund deposit
- Follow up with warehouse to get the original documents like GRN & Delivery Notes etc.
- Preparing of Re-Export documents and Approval.
- Preparing of Monthly shipment Reports

Coordinator: Constanta International LLC [2012 Nov to 2016 July]

Responsibilities:-

- Preparing Quotation, Purchase Order, Invoice and Reports
- Checking & verifying the Import shipment documents such as BL, Commercial Invoice, Packing List and COO
- Once order confirmed following up with the supplier for the delivery & coordinating till the goods are received in warehouse.
- Tracking shipment
- Arranging T.T to the suppliers in coordination with the bank
- Arranging all export documents.
- Deal with customer complaints or issues
- Schedule meetings and travel arrangements for senior members of the company
- Keep stock of office supplies and place orders when necessary
- Assist colleagues whenever necessary
- Manages staff schedules

EDUCATIONAL QUALIFICATION

Bachelor of Commerce (Bcom)
Plus Two Higher Secondary Board of Kerala, India
Matriculation Board of Public Education, Kerala, India

COMPUTER KNOWLEDGE

E-Mirsal II

Microsoft Office (Outlook, MS Word, MS Excel, MS Dos, MS Power Point)

Peachtree

Tally

PERSONAL DETAILS

Nationality	:	Indian.
Age and date of birth	:	18 - 03 – 1988
Marital Status	:	Married
License No	:	63588648
Passport No	:	P1959268
Languages Known	:	English, Hindi, Malayalam and Tamil.
Visa Status	:	Employment Visa.
Availability	:	1 Month Notice Period