

Curriculum Vitae

Logistics & Purchase Operation Officer

Aslam Ashraf Hurzuk

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U.A.E- Dubai



Target Designation:

Suitable post that commensurate my qualification and my experience in operation fields.

Summary:

Over 11 years of Professional Experience in operations field. Results-oriented air cargo, logistics, warehouse & supply chain & port & transport operation and professional with significant and progressive experience, boosting productivity, and fostering efficiency. Proven track record with both numbers and professionalism. Exceptional problem-solver and decision maker. With diverse Experience in operation field as well as expertise in all general information systems

Objective:

Eager to work with organization with suitable position requiring and utilizing my knowledge, skills, and experience in contributing towards the company's growth and achieving its objectives

Career History

Transport & Port Operations - Logistics & Purchase Officer

Valiant Universal Marine Engineering

7th July 2021 still working | U.A.E- Dubai

- Looking for new supplier for purchase of spares
- Getting quotes from different suppliers and doing comparison
- Negotiating with supplier to get best quote
- Monitor and regulate the process of Material Requisition's
- Controlling the purchasing budget
- Monitoring delivery times to ensure they are on time
- Ensuring the adequate supply of all required materials, components, and equipment
- Planning for mobilization and demobilization of manpower on sites & ports in U.A.E on time
- Preparing additional hire fleet reports on daily basis for submitting in the management for the cost.
- Dealing with all the agents and service providers for the smooth flow in job.
- Coordinating with the vessel captain, superintendent & agent for every vessel for ETA, ETB, ETC & ETD
- Arranging hire fleet vehicle from hire subcontractor for jobs for smooth flow of work on job sites
- Hiring crane & trailers for material loading and unloading for the jobs on sites
- Coordinating with the vessel engineer and Business Unit In charge for getting job info for proper planning
- Planning for the delivery in advance for ready spares & material, so the deliveries are delivered on date & time on vessel
- Keeping track records on pool cars used by management for monthly charge on business unit.
- Updating log entries on daily basis of in-house vehicle for tracking the jobs & fines etc.



Transport & Port Operations - Logistics Coordinator

Nico International L.L.C

June 02nd 2015 - 6th July 2021 | U.A. E- Dubai

- Planning for mobilization and demobilization of manpower on sites & ports in U.A.E on time
- Preparing additional hire fleet reports on daily basis for submitting in the management for the cost.
- Dealing with all the agents and service providers for the smooth flow in job.
- Coordinating with the vessel captain, superintendent & agent for every vessel for ETA, ETB, ETC & ETD
- Arranging hire fleet vehicle from hire subcontractor for jobs for smooth flow of work on job sites
- Hiring crane & trailers for material loading and unloading for the jobs on sites
- Coordinating with the vessel engineer and Business Unit In charge for getting job info for proper planning
- Planning for the delivery in advance for ready spares & material, so the deliveries are delivered on date & time on vessel
- Preparing requisition for all the other expenses for submitting in accounts department.
- Handling petty cash & keeping records.
- Keeping track records on pool cars used by management for monthly charge on business unit.
- Updating log entries on daily basis of in-house vehicle for tracking the jobs & fines etc.



Warehouse Operations – Supervisor

Maritime Mercantile International L.L.C (Subsidiary of Emirates Group)

Dec 11th, 2011 - Jan 17th, 2015 (3 years & 1 months) | U.A. E- Dubai

- Making KPI reports for all the dispatch orders on daily basis
- Working on SSAP software to remove the stock variance reports on daily basis on outbound dispatch order
- Preparing & submitting FIRS on Dubai Municipality Portal sites for inspection on non-alcoholic stock
- Coordinating with transport department for hiring additional fleet for the deliveries
- Coordinating with supply chain managers and F&B managers on daily basis for the smooth flow in the outbound deliveries
- Planning for the delivery in advance and scheduling the order, so the deliveries are delivered on date and on time
- Arranging Shipments to all GCC & other regions
- Arranging Land/ Sea/ Air shipments for delivery of beverages & water
- Handling over requested documents to third party for clearance at borders.
- Handling LCL and FCL shipments to GCC & Other regions.
- Assist the supervisor in maintaining the daily operations activity of the warehouse
- Handling more than 2000 promotional items which support the increase in liquor sale
- Preparing ASN and Item arrival sheet for the inbound container for put away in location
- Scheduling direct container pullout from JAFZA port on daily basis coordinating with shipping line and transporter for smooth flow
- Worked in Rugby event game as a stock controller and I have delivered the pos stock to big events Medan & Media City & Rugby



Airport Operations - Cargo Assistant**Eye Global - Mumbai Intl Airport PVT LTD (MIAPL GVK)**

Sept 16th, 2010 – Oct 01st 2011 (1 year) | IND – Mumbai

- Preparation of customs and excise documents for the inbound flight shipments
- Preparation of trans-shipment Receipt and Bank Challan receipt for all the inbound flight shipments
- Record management of all in bound flights stock without any variances.
- Checking the damages & shortages in inbound stock to hold the shipment until further notice
- Checking consolidated shipments & single shipments.
- Manifesting IGM in system for cargo clearance
- Managing MAWB & HAWB updating in the system under all each inbound flight
- Validating the D.O issued for the shipment.
- Updating stock details of different Airlines and coordinating with tally clerk to get the live location of the stock to update in system.

Airport Operations - Cargo Assistant**Air India - Mumbai Intl Airport PVT LTD**

May 26th, 2010 – Aug 25th, 2010 (3 months Trainee)

| IND – Mumbai

- Collecting daily briefing from all airlines with all the relevant details duly completed and signed by airline representative.
- Preparation and management of daily briefing for Air India
- Ensure the L.E.O (Let Export Order) is stamped & signed.
- Liaising with airlines on daily basis for handling charges etc.
- Arrangement of the ULD's and pallets for shipment build-up and back-office arrangement
- Monitoring build-up for all export shipments
- Loading Consolidated shipments for the Airlines in one Pallet & Container.
- Allocating the shipment weight according to capacity of pallet
- To ensure the pallet is properly lashed and covered as per standards.
- To update location on ULD'S tags as per Aircraft load sheet plan

Strength:

- Result oriented person in given task. Always delivered more than expectation in my standard of working excellent.
- English communication skills, verbal & written able to deal effectively.
- Extremely hard working & dependable individual with excellent interpersonal skills.
- Self-motivated and able to function well independently of in a group.
- Have a capacity to face problems with self -tricks.

Qualification:

- Bachelor's Degree (B. Com) in the year 2010 - Commerce Stream

Courses:

- Diploma in International Air Cargo Management -Year 2009
- IATA / FIATA DGR Initials - Year 2009
- Diploma in Import / Export - Year 2010
- Diploma in Hardware & Networking - Year 2008
- MS - Office Basic - Year 2004

Personal Details:

- Birthday : April 26th, 1988
- Marital Status : Married
- Indian License : 4 & 2-Wheel Drive
- Nationality : Indian
- Language : English, Hindi, Marathi, Konkani & Urdu
- Interest : Gym & Travelling.

Passport Details:

- Passport No : R8192338
- Place of Issue : Mumbai

Date of Issue : 26-10-2017

Date of expiry : 25-10-2027

References:

Available on request.

Place:

Dubai, U.A.E

Declaration:

I honestly certify that the given statements & representation are true& correct to the best of my knowledge, this CV faithfully made for opportunities personal challenge and demand.

Thanking You,
Aslam Ashraf Hurzuk