



# ARFHA BASHEER BAIG

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**~ Sea Import Documentation Control ~ Project Coordination ~ Logistics Operations ~**

## PROFESSIONAL SNAPSHOT

Over **7+years** of qualitative experience in ensuring smooth flow of documentation and process compliance for streamlined project execution and improving Document control procedures. Proven skills in adhering to QHSE policy, along with its ISO14001, OHSAS 18001 and ISO 9001 principles; handled import shipping, permit declaration and transport documents for processing. Deft in maintaining daily documentations for Ocean Import Operations and ensure shipments are properly handled and the needs of customers are met. Expertise in managing day-to-day administrative functions like budgeting, correspondence, sales support, cross-functional coordination, customer service & enquiry handling, purchase/ inventory /vendor management, MIS reports, records, bills, expenses, invoices, collections, payments, & petty cash management for smooth 24X7 operations.

Strong understanding & experience of Document Control/Management Systems (EDMS), Databases, Processes & Procedures for smooth day-to-day operations. Adept in reconciling and reviewing the data mapped by customers where the shipment was brought into UAE; mapped data using OSC portal page upon request from the former customers. Demonstrable ability to work on smaller multiple projects and complete high quality work against strict and conflicting deadlines.

## PROVEN SUCCESS IN

Document Control/Management

Performance Monitoring (KPIs)

Operations & Project (PMO) Support

Purchase Order Management

Vendor/ 3PL Management

Cost & Resource Optimization

Stakeholder / Client Engagements

MIS Reporting / Documentation

Dispatch, Freight & Shipments

Database Management

Audits & Reviews

Team Management



## EDUCATION

- Bachelor of Business Management: Accountancy and Costing from Mangalore University in 2013
- Company Secretary from Institute of Company Secretaries of India (ICSI) in 2014

## KNOWLEDGE ENHANCEMENT SCHEDULES

- Certified Trade & Logistics Professional (CTLP) from Dubai Trade in 2017
- Developing Effective Interpersonal & Communication Skills from Spearhead Training in 2016
- Tally 9.0 from Manipal Institute of Computer Education (MICE), Mangalore, India in 2014
- Dacey from Manipal Institute of Computer Education (MICE), Mangalore, India in 2014
- Peachtree from Manipal Institute of Computer Education (MICE), Mangalore, India in 2014

**IT SKILLS:** MS Office, Windows, Specialized in ERP Systems IFS & Oracle (BASIC)

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## EMPLOYMENT CHRONOLOGY

**OILFIELDS SUPPLY CENTRE LTD., DUBAI**

**SINCE 2014**

### KEY DELIVARABLES ACROSS THE TENURE

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#### **Document Controller-Sea Freight**

**2019-Present**

- Stellar role in adhering to QHSE, along with its ISO 14001, OHSAS 18001 and ISO 9001 principles
- Closely monitored the processing of Bill Of Entries using Dubai Trade platform; handled critical shipments with utmost priority
- Participated in monthly staff meetings to discuss current work progress and general issues within the clearing & forwarding section
- Completed all operations and adhered to OSC and Government Authorities, HSE regulations and client requirements
- Attended staff and safety meetings, along with scheduled training courses
- Offered prompt resolution to customer queries regarding the pricing and shipment related matters
- Active part in project team of the import and export OSC reconciliation project
- Instrumental in cross checking the billing documents/and releasing the same from ERP system and approval through e-invoice
- Responsible for checking & verifying payment claims in ERP
- Maintained track of cargo in the import/export process and liaise with customers informing them of the relevant details/delivery dates
- Coordinated with shipping company and tenants for the export shipment by Air, Sea & Land

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#### **Sea Freight Executive -Sea Freight**

**2014-2019**

- Responsible for movement of outgoing and incoming load and freight shipments via Sea freight.
- Took and verified orders with customers and vendors arranging delivery of cargo and freight to loading platform
- Evaluated and prepared examining bills of lading to establish tariffs and shipping charges
- Managed shelf stocking formulations and auditing of transportation documentation
- Monitored domestic and overseas inbound transportation
- Responsible for online processing of custom bill
- Actively involved in Data Entry of daily work loads into shipping database
- Handling the weekly billing cycle counts and scan documents in E invoicing
- Involved in processing Sea Import Bill of Entry; prepared SIV's and posted charges to various customer orders in IFS application Collaborated with Port, customers, suppliers and agents; maintained billing against supply vessels and other shipments

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## PERSONAL DETAILS

**Date of Birth:** 29<sup>th</sup> December 1992 ~ **Nationality:** Indian