



FUNAN ASHRAF


Senior Logistics Executive (FMCG)


6 Years Experience

 UAE Valid Driving License

Dubai, UAE 

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Profile

To get elevated in the field assigned, exploring my skills and working hard as true to my conscience for the upliftment of the Organization as well as my personal growth.

ACADEMIC HISTORY

BACHELORS DEGREE

Bachelor of Business Administration

Specialization: Finance
(2012 - 2015)

Higher Secondary School

SNHSS

CBSC: Computer Science Group
(2009 - 2011)

IT PROFICIENCY

Language:

- C++
- SQL
- Oracle & amp

System Software:

- Advanced MS Excel
- LFS Warehouse Management System

Operating System:

- Windows
- Linux

CERTIFICATION

- MS Office
- Diploma in System Engineering

Work Experience

Logistics Coordinator

SAFCO International General Trading Co. LLC

Dubai (Dec 2021 - Present)



- Gps Monitoring
- Mileage Report
- Budget Report
- Local Logistics Coordination
- Dubai Municipality Clearing
- Dubai Customs Clearing
- Vehicle Accident Insurance Claim Processing
- Ajman port municipality clearing & coordination
- LPO creation for suppliers
- induction for new staff
- Eppco VIP activation & deactivation via Email

Operation Coordinator (Freight Forwarding)

ABDULLA BIN ZAYED INVESTMENT GROUP

Dubai (Oct 2020 - Nov 2021)



- Transport Operations Analyst / Pricing for Land
- In charge of the day-to-day operations of transport & supply
- Planning for daily dispatching schedules & Plans
- Maintaining accurate administrative records
- Packing List, Purchase Order & Delivery Note issuing purpose
- Developing and nurturing customer relationships
- Cleverly dealing with a clearing agent for the shipment clearance from Borders
- Avowed with the Accounts team for getting payments from the client on time and maintaining a good relationship with clients
- Resolving and managing queries and complaints courteously and efficiently
- Ensuring all customer objectives are achieved
- Preparing enquiry, quotation, cost sheet & final invoice through ERP

Skills

- Good Interpersonal skills
 - Quick follow ups
 - Decision making
 - Team work
 - Forward thinking
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Expertise

- Excel ● ● ● ● ●
 - Work Sheet ● ● ● ● ●
 - Ms Power Point ● ● ● ● ●
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LANGUAGE KNOWN

- English ● ● ● ● ●
- Hind ● ● ● ● ●
- Malayalam ● ● ● ● ●

Logistics Coordinator (FMCG)

LIFCO GROUP OF COMPANIES
Dubai (July 2017 – Sep 2020)



Dubai Municipality Clearing

- FIRS (Food Import Re-export System)
- Various under takings
- New item registration (FITR, FLAR & FRLA)
- DIP (Deferred Inspection Premises)

Dubai Customs Clearing

- Mirsal –II
- Customs Inspection
- E token

Federal Tax Authority

- Passing Declaration for Excise Goods that require Customs clearance

ZAD (Portal service)

- Register food products
- NOC clearance for the road shipments

Document Controller

TRANS MARITIME LOGISTICS
(Jan 2016 – Dec 2016)

- Following and improving document control procedures
- Ensuring all documentation meets formal requirements and required standards
- Sorting, storing and retrieving electronic and hard copy documents on behalf of clients and industry professionals
- Producing document progress reports for senior managers
- Conducting regular reviews and document audits
- Using computers to organise and distribute documents within a company
- Helping in the planning stages of a specific project
- Ensure documents are shared at key times to facilitate timely project completion