

# HASHIM M.V

Logistic Coordinator  
Operation Executive

Location: Dubai, UAE

Contact: +971505649004

Nationality: Indian

Visa: Transferrable – Employment

Languages: English, Urdu, Hindi

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Driving License: UAE



## CAREER SUMMARY

A competent individual with **22 years** of extensive work experience in **Operation, Customer Service, Freight Forwarding, Logistics** with a valid UAE driving license, computer literacy and good communication skills.

I believe in delivering services with utmost commitment, skills and innovative ideas; possessing a hands-on realistic approach to work, able to work alone or as part of a team and can work under pressure to achieve results within assigned time limit.

## SKILLS SUMMARY

- Vendor Coordination
- Result-oriented
- Customer service
- Good Organization skill
- Order Management
- Logistics
- Inventory Management
- Procurement/Purchasing
- Inventory Control
- Effective problem solver
- Excellent Team Player
- Process Improvements
- Operations Management
- Distribution
- Scheduling
- Compilation and verification of records

## PROFESSIONAL EXPERIENCE

**SANDALYECI Furniture Trading DMCC & HSK furniture trading LLC, Dubai - UAE**

*Nov 2017 - Till Date*

### ADMINISTRATION OFFICER

#### Responsibilities:

- Responsible for full execution of New Visa, renewals, cancellations, amendments with All Free Zones/Emirates in the UAE through DMCC portal.
- Processing of renewal and new application of company such as trade license, chamber renewal, customs code renewal.
- Makes sure all business and trade Licenses are updated, follow-up official approvals and permits, to prevent unnecessary violations
- Legalization of documents in respective government offices and all other legal transactions for company's business existence and engagement
- Coordinating with the team for the required documents of clients for completion of work.
- Collect and follow up with employees to get all required documents.
- Maintains employee's folder and keep it updated.

- Deal promptly and productively on general inquiries about PRO functions.
- Assist the office in determining any issues identified with organization vehicle registration and renewal.
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction
- Plan and track the shipment of final products/services according to customer requirements and documentations.
- Responsible for preparation of certificates including certificate of origin and attestation from embassy

**Thakral gulf clearing & forwarding LLC Jebal Ali, Dubai - UAE**  
*February 2010 - October 2016*

**OPERATION EXECUTIVE**

**Responsibilities:**

- Execution of export documents as bill of lading, freight invoices, certificate of origin from chamber of commerce, export invoice, packing list and customs formalities for export and trans-shipment.
- Coordination with cargo operator's shipper, customs house agents and providing rates and schedule information to cha shipper as per the feedback from the sales staff.
- Independent handling of free zone documentations such as transfer, import, export documentations for air/sea freight, execution of HAWB, MAWB and manifest for console shipments and sending pre-alerts to overseas agents.
- Coordination with overseas agents for the pre-alerts, follow-up for import of air/sea cargo with airlines. shipping lines and necessary documentations for clearance, collection and delivery of the consignment.
- Arranging exit certificate from client third party forwarder and submit to the customs for refund.
- Booking of the consignment with air lines shipping lines for forwarding and Post Freight follow-up and liaison with the customer.
- Liaison with airline/shipping agents for embargo restriction and rate sheet and negotiation to get special contract rate for Import and Export.
- Invoicing, job costing, quotations, keying off all charges, follow-up and liaison with departments, preparation of weekly and monthly.

**Camry International Jebel Ali, Dubai - UAE**  
*April 2007 - December 2010*

**LOGISTICS COORDINATOR**

**Responsibilities:**

- Worked as a logistics/customer service co-coordinator with in-depth knowledge of warehouse planning, documentation requirements for customs, warehouse methods, procedures and techniques.
- Monitoring and co-coordinating warehouse operations (Inventory counts, loading, unloading, materials receiving, put away, storage, etc.).
- Liaising with clients for collection and distribution of products stored in the warehouse.
- Preparing and processing documents (ports and customs, chamber of commerce, legalization from respective consulate) as required.
- Furnishing statistical data and other customized reports to the clients for their internal administration.
- Supervision of inward and outward movement of cargo and maintaining accurate inventory records.
- Checking on the arrival of vessels, about the status of shipments, position of containers and release of containers with shipping lines.
- Assist in the development of warehouse plans involving storage and arrangement of stocks, utilizations, material protection and security.
- Assist the warehouse supervisor in warehouse operations.

## **Unicom Mobiles dafza, Dubai - UAE**

*June 2004 - April 2007*

### **LOGISTICS COORDINATOR**

#### **Responsibilities:**

- Handled all the customs works independently.
- Prepares all the documents related to import & export of free zone goods.
- Release of goods from cargo village.
- Interact with freight forwarders on the shipments both import and export.
- Finalizing the rates with the freight forwarders.
- Assisting the stores in charge in maintaining stocks.
- Handle all the chamber of commerce formalities & bank related activities.
- Compilation of statistics and reports to management.
- Accepting cargo for export and issuing local deliveries.
- Constantly in touch with Dubai Ports Authority on ship / container movements.
- Lodging of claims arising from shortages/damages with underwriters/Carriers.

## **KS Middle East Jabel Ali freezone, Dubai - UAE**

*January 2000 - June 2004*

### **ADMIN ASSISTANT**

#### **Responsibilities:**

- Maintenance of employees' records such as individual files, medical records, leaves etc.
- Responsible for tasks including liaison with government departments such as immigration & naturalization, labor, Municipality, Economic department & others.
- Handling the personal files of the employees, processing all formalities related immigration; Transit /Tourist & employment visa labor cards/Passports application for new employees, renewals & cancellations and settlement of labor disputes liaison with different government offices such as municipality, foreign affairs, consulates, economic department (for renewal of trade license).
- Handling the collection of cheques from the clients and depositing them in the bank. Handling day-to-day office work like typing, faxing, emailing, sorting and updating contacts.

### **EDUCATION**

- **BA – Bachelor of Arts** - University of Calicut, Kerala, India
- **QuickBooks** - Track expenses, manage cash flow & create invoices.
- **MS Office** Applications including Word, Excel and Power Point

### **REFERENCE**

Professional, academic and personal references could be furnished upon request.