

Habib Ahmed Iqbal Sayyed



Professional Logistics & Supply Chain Analyst

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Objective

Pursuing a challenging assignment and responsibility with an opportunity to grow with organization and career advancement

Key competencies

- **Supply Chain & Logistics Management** – Experienced in Shipping lines  –  **MAERSK** / Twill –  **ONE** – Hapag etc. / airlines  **Emirates SkyCargo** / Calogi tracking –  **Ethiopian Airlines** etc. / agents / forwarders management, Contract negotiations to reduce cost as well maintained Solid rapport with stakeholders
- **Strategic Planning** – prepared strategic plan to implement Organization's policy to improve efficiencies in workflow
- **Team leadership** – Expertise in leading and building Cohesive cross functional teams and collaborating with Management and senior executives in improving operations
- **Procedures compliance & Customer Support** – compliance The procedure of Dubai customs and other government Authorities without compromising customer service and satisfaction

Professional Experience

Logistics In-Charge, 12th October 2009 to 10th June 2022



Copier International Trading LLC – headquartered in Dubai, is one of the most premier wholesalers and distributors, leading the industry with the latest photocopiers, printers and consumables. Under the ethically sound leadership, CIT has become the best choicest partner to many globally manufacturers and suppliers for aforesaid products. CIT if fulfilling the needs of customer base / markets across South East Asia, GCC, Middle East, Africa and parts of CIS countries

- Ensure the effective and timely implementation of all operational goals, including retail products display at showroom such as printer, copier machines, consumables, spare parts etc. with stock update.
- Follow-up with shipping / air lines (IATA / DG goods documentation and compliance) for deadlines to ensure shipment movement, such as SI and Gate-in cutoff

Skills

- Quick self learner
- Problem Solving Approach
- Excellent conversation skills (verbal & written)
- Excellent phone etiquette and customer service abilities
- Patience and the ability to tactfully handle customers queries

Computer Literacy

- MS Word / MS Excel
- MS Power Point/Outlook
- Safe net surfing (phishing, fake websites etc)

Education

- **Bachelor of Commerce** – 2006 **University of Mumbai** Kalina - Maharashtra State – India

Certifications

- Certified of Logistics and Supply Chain Management from Phoenix Institute - Dubai – U. A. E

Languages

- **English** read, write, speak
- **Arabic** Learning
- **Urdu** read, write, speak
- **Hindi** read, write, speak

- Collaborated with management to maintain smooth inter-departmental communication and operations.
- Improved efficiency through employee management, workflow evaluations and monitoring procedures.
- Dubai customs export declaration monitoring with the colleagues such as transit in / out, transfer of ownership, Export documentation for VAT claim and as on.
- Achieved maximum on-time shipment rate (sea, air & land). Timely update Bill of Lading status as Electronic BL or Paperless BL, Seaway BL, Switch BL, Surrender BL etc.
- Identified and implemented supply chain improvement opportunities such as keeping close follow up with the vendors and shipping lines / forwarders. As well executed e-commerce orders.
- Redirected shipments en route in response to customers' requests.
- Established long-term customer relationships through prompt, professional and courteous service.
- Communicated all emergencies, delays due to weather and carrier schedule changes to management and sales team to update clients

Import Executive, 8th April 2007 to 30th September 2009

The Star Trading FZE – based in Iraq, having office in Dubai, to handle all shipments and payment transactions Importing agricultural engines, water pumps, light construction equipments, spare parts such as piston, crankshaft, crankcase, nozzle etc. from China, India, Japan, Italy, Turkey and many other countries to serve the Iraq market

- Created and wrote up new process instructions, which enabled team members to work more efficiently.
- Coordinated shipments of product from country of origin to final destination by Sea, Air and land transportation.
- Accurately maintained all shipment details into the company's system using company's customized software.
- Obtained quotes from several shipping companies and selected a new organization, resulting in a cost savings.
- Developed tracking reports, which alleviated customer calls and boosted time savings.
- Maintained accurate stock records and schedules.
- Arranged timely telegraphic transfers to the suppliers in order to avoid delay in release of shipments and avoid demurrage
- Established professional business relation with the lines in order to get best competitive rates without compromising on quality of services

Personal Info

Date of Birth: 25th May, 1979

Marital Status: Married

Nationality: Indian

Passport No.: P1961881

UAE Driving License No.: 3332976

Above information is best of my knowledge and experience. References available on request.

Habib Ahmed Iqbal Sayyed