

# Rizwan Sayed

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Phone: 052-322-1954

Sharjah, UAE

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## Profile Summary

2+ years of experience as an Forwarder Executive.

Solutions-focused, meticulous and result-oriented with diverse roles distinguished by commended performance and proven results.

Arrange collection and delivery for domestic trucking moves.

Handled documentation and customer queries.

Responsible for planning and tracking shipment.

Co-ordinated with agents to ensure timely Customs Clearance and delivery for shipments at destination.

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## Work Experience

### **ORAFS Import & Export Pvt. Ltd**

(Sep 18 – Oct 19)

- Worked as a documentation clerk.
- Operation exports.
- Handling documentation.
- Party coordination & updates.

### **Freight Tiger Commerce Solutions Pvt. Ltd**

(Nov 19 – July 21)

- Handled incoming customer queries and provided satisfactory solutions with the deadlines.
- Made overall monthly reports for various clients and their performance. So that it can be reviewed to get the areas where the team needs to focus more for improvement.
- Communicating with upper management to develop strategic operations goals.
- Developing strategic long-range plans to achieve strategic objectives.
- Monitoring operational performance of both internal and external service providers.
- Work with and monitor the efforts of customers in the supply chain to ensure smooth operations.
- Responsible for planning and tracking the shipment according to customer requirements.
- Responsible for the preparation of appropriate and accurate logistics reports for upper management.
- Monitor consignments and ensure customer satisfaction.

## Education

- Bachelors of Science in Information & Technology  
University of Mumbai  
(2019)
- Higher Secondary School Certificate in Science (Information &Technology)  
Maharashtra State Board(2012)
- Secondary School Certificate (S.S.C)  
Maharashtra State Board(2010)

## Other Skills

Intermediate with Microsoft Word, Excel,  
PowerPoint, Digital Marketing.

## Personal Detail

<b>Father Name</b>	:	Riyaz Dawood Sayed
<b>Date of Birth</b>	:	9 <sup>th</sup> Nov 1994
<b>Sex</b>	:	Male
<b>Marital Status</b>	:	Single
<b>Religion</b>	:	Muslim
<b>Nationality</b>	:	Indian
<b>Language Known</b>	:	English, Hindi
<b>Passport No</b>	:	M8769554
<b>Visa Status</b>	:	Visit Visa

I hereby declare that the information furnished above is true to the best of my knowledge.