

201 Creado Apartments,
Juhu Church Raod,
Juhu, Mumbai- 400049 India
P : +91 8898080904
E : hr6@falconmsl.com
W : www.falconjobs.net

FALCON ID # 57617

Construction / Operations Representative - Uz Projects

Residential Country : United Arab Emirates Nationality : India
Resume Title : Operation Coordinator Notice Period : 1 Days

EDUCATION

Qualification	Institute / College /university	Year	Country
B.com	Mumbai University	2008	India

CAREER SUMMARY

Position	Employer	Country	From Month/ Year	To Month/ Year
Operations Coordinator	Reputed Company	United Arab Emirates	04/2017	/
Operations Coordinator	Danzas Aei Emirates Llc	United Arab Emirates	02/2014	03/2017
Air Import Operations	Danzas Aei Emirates Llc	United Arab Emirates	05/2011	01/2014
Air Export Coordinator	C.c. Shah & Sons Mumbai	India	05/2008	02/2011

ADDITIONAL CERTIFICATE AND TECHNICAL QUALIFICATION

Name Of The Course	Course Date	Valid Upto	Name Of Organisation
Ms Office Applications			
Erp Applications			

Current Salary
(Monthly In Usd): Not Mention

Expected Salary
(Monthly In Usd): Not Mention

Additional Skills :

IT Skills

Proficient in ERP Applications and MS Office applications (Word, Excel, PowerPoint, Email applications & Internet).

Proven Job Role

Operations Coordinator (AFR Export) – Multinational Logistics Firm – Dubai

Coordinating with all Air Export Freight activities, including quotation, booking, documentation, data entry, Shipment tracking and tracing, billing, arranging collections, consolidation, among others responsibilities..

Ensure accuracy & completeness of export documentation, review & verify documentation & obtain any missing documentation from the customer.

Followed up with customer for immediate transfer of cargo within the lead time.

Timely follow with the messengers to ensure shipments are being handover to airline & payment is completed on time.

Following up with airlines & updating the customers with the current status of the shipment after handing over to the airlines.

Issuing bills and invoice to customer and organize documentations and properly keep all shopping records.

Operations Coordinator (AFR Export – Samsung Account) – Danzas AEI Emirates LLC – Dubai

Processing booking with airline, ensuring bookings are made at current & accurate rates, consolidate & route shipments based on local office procedures.

Communicating with carries, origin & destination locations regarding shipment status, special handling & delivery process.

Ensure accuracy & completeness of export documentation, review & verify documentation & obtain any missing documentation from the customer.

Followed up with customer for immediate transfer of cargo within the lead time.

Timely follow with the messengers to ensure shipments are being handover to airline & payment is completed on time.

Air Import Operations – Danzas AEI Emirates LLC – Dubai

Ensured timely collection of console pouches and delivery order from the mail box of handling agents within the allocated time frame (every hours).

Opened console files and ensure ATA is processed on www.dubaitrade.ae with % accuracy.

Checked out with Airline/Handling Agent regarding Part shipments and tracing shipments.

Planned and complete the process within the shift time and ensure proper hand over to the next

shift.

Followed up with warehouse and inform the Warehouse Manager in-case of delays.

Informed customers on cargo arrivals and send reminders. Issued D/O and provided support to all hand over clients.

Safeguard maximum collection of documents and processing of ATA to enable warehouse for maximum collection of cargo during the night shift.

Air Export Coordinator – C.C. Shah & Sons Mumbai, India

Effectively managed Airway Bills, House Airway Bills and feeding all information in Shipper's Declaration (DGD)

Supervised activities of workers engaged in packing. Arranged booking space for freight on airlines.

Provided shipper with the foreign destination's documentary requirements. Prepared necessary information on hazardous materials.

Supervised Logistics Assistants to ensure smooth operation in day to day function such as (order processing, pick & pack).

Worked with transporters for transporting consignment to reduce cost and shipping time.

Prepare Bill of Entries.

Profile Synopsis

Versatile, Dynamic, and Goal-oriented in Shipping & freight forwarding with + years' experience of outstanding performance and proven expertise in domains of Shipping & Freight Forwarding Operations with one of the world leading Logistics Provider (Multinational Logistics Firm) and diversified Industry in India . Possess knowledge on various procedures & practices related to Air freight, Import/Export, Transportation, Free Zone Regulations. Competency in managing operations with vast knowledge related to implementation, monitoring and evaluation of new initiatives and procedures ensuring timely transmission of logistics coordination, assessing existing logistics operations systems, and advising on corrective measures. analytical, coordination, organizing, communication, problem solving, decision making, time management skills; Seeks a challenging work profile where gained skills, experience and industry knowledge will have a valuable impact.

Strengths

+ years' experience in Shipping & Logistics Industry

Perceptive of Free Zone Regulations & Dubai Customs

Accept with safety standards and security policies

Air freight Operation skills
Cost Reductions and Profit Maximization Plans

Additional Information :

Career Snapshot

Operations Coordinator (AFR Export) – Reputed Company– Dubai

Apr – Present

Operations Coordinator (AFR Export) – Danzas AEI Emirates LLC – Dubai

Feb – Mar

Air Import Operations – Danzas AEI Emirates LLC – Dubai

May – Jan

Air Export Coordinator – C.C. Shah & Sons Mumbai, India

May – Feb

(Freight Forwarding & Custom House Agent), Mumbai

Achievements

Gained + years' experience within Shipping and Logistics industry in UAE and India in domains of Operations Coordinator, Air Import Operations, Air Export Coordinator.

Knowledgeable of LC documents, Free Zone Regulations, WMS system and Basic knowledge of Dubai Customs.

Consistently demonstrated resourcefulness and initiative in support of top management with flexibility in working well in cross-functional teams

Proven track record of surpassing targets, increasing revenues, streamlining workflow and creating a team work environment to enhance productivity.

Ensuring timely transmission of Shipments information, assessing existing Logistics operations systems, advising on corrective measures.

Possess capabilities in providing solutions to complex natured operations issues plus strong commitment to deliver excellent work performance even in difficult and pressurized environment.