



# MOHAMED JAVIT JABAR

## Logistics Coordinator

Highly skilled logistics and warehousing specialist with five years of experience working with diversified teams. Looking for a position as a Logistics Coordinator in a collaborative environment that provides opportunities for advancement and assists in upgrading my skills.

## CONTACT

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Dubai, UAE

## EDUCATION

### MBA(Shipping&Logistics)

Bharathiar University / Tamil Nadu, India / July, 2014 - May, 2016

### BCA(Bachelor of Computer Application)

Bharathidasan University / Tamil Nadu, India / June, 2011 - April, 2014

## SKILLS

- SAP Cello- Logistics ERP - Experienced
- Microsoft Word and Excel - Experienced
- E-mirsal - Experienced
- Calogi - Experienced
- Logistics and Transport coordination - Experienced
- Microsoft Dynamic NAV - Experienced

## LANGUAGE

English, Hindi,

Malayalam, ● ● ● ● ○

Tamil

## EXPERIENCE

### Operation coordinator

Comtel General Trading LLC / Dubai, UAE / April, 2023 - Present

- Oversee and coordinate all shipping, receiving, and distribution operations.
- Work closely with carriers, suppliers, and customers to ensure timely delivery of goods.
- Manage the logistics staff and coordinate scheduling and workloads.
- Managed import and export documentation, including customs clearance and compliance with international shipping regulations, for all shipments.
- Making special/urgent delivery arrangements as necessary.
- Planning delivery timetables.
- Tracked shipments and resolved any issues or delays that across during transit to ensure on-time delivery.
- Monitor inventory levels, and adjust ordering and storage accordingly.
- Preparing the Bill of Entry ( BOE ) for local, free zone areas and export.
- Coordinated warehouse activities to ensure inbound and outbound lead times were accurate and managed efficiently.
- Make a daily and monthly report for daily issue and receive materials.

### Senior Logistics Coordinator

Kerry Logistics Middle East / Dubai, UAE / April, 2019 - August, 2022

- Preparing the Bill of Entry ( BOE ) for local, free zone areas and export.
- Planned and supervised shipment from production to end user and scheduled daily and weekly route.
- Tracked orders and notified customers of status or potential delay.
- Make a daily and monthly report for daily issue and receive materials.
- Generated all documentation and information required for customer shipments.