

OPERATION COORDINATOR

Abdulrahman Qureshi

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SUMMARY

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a Mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

CAREER OBJECTIVE

To work in high-grown organization with a competitive and challenging environment that Creates an ideal condition for delivering high quality services.

SKILLS

Logistics Expe_ise, Invoicing and shipping documentation, Operational Management, Shipping and receiving, Delivery schedule.

EXPERIENCE

Mar-2023 – Till today

**Logistics Operation
cum accounts**

Atyaf Almuheet logistics services LLC

Handling operational accounts

Prepare invoice and receipt voucher to customer

Received invoice and Process for payment

Purchasing office supplies and Maintain petty cash

Customs clearance Import/export

Operations - Sea & Air freight

Coordinating with Shipping line and Airline.

Knowledge of international transportation rules

Booking of the vehicle to ensure timely delivery of material to end

User warehouse.

In depth knowledge of customs regulations and documentation requirements

Schedule and coordinate international freight movements.

Maintain import and export register daily.

Develop, nurture, and maintain high quality relationships with internal and external customers, freight forwarders, and other service providers.

Generate purchase requisitions for freight related invoices.

Create and maintain accurate inventory records

	Troubleshoot and resolve any issues that arise during the logistics Process
From: Nov-2015	Daelim Saudi Arabia
Logistics Coordinator	<p>Coordinating transportation providers to ensure prompt and proper movement of shipments</p> <p>Responding to customer inquiries and referring clients to the proper channels</p> <p>Reviewing purchase orders and shipping documents to ensure accuracy</p> <p>Making special shipping arrangements as necessary</p> <p>Tracking and fixing shipping errors</p> <p>Preparing bills and invoices</p> <p>Managing distribution and shipment budgets</p> <p>Ensuring that the quality of all services provided meets the required standards</p> <p>Developing processes that make the supply chain more efficient and organized</p>
From: Mar-2014	UCC Qatar
Logistics Officer	<p>Arrange all types of equipment required by the project site. Closely Monitor operator's activities. Maintain equipment ready to use.</p> <p>Attend meetings with site engineers to smooth operation of logistics work. Prepare a daily progress report.</p>
From: Feb-2009	Namma cargo services KSA
Logistics Coordinator	<p>Tracking of shipment Collection of delivery order, prepare customs clearance files with all essential documents and process for clearance. Handle all import and overland shipment. Prepare documents For export shipment verify documents before submitting to customs Clearance.</p> <p>Coordinate with shipper and consignee for smooth operation.</p>
From: Feb-2006	Namma cargo services KSA
Admin coordinator	<p>Scheduling tasks, Creating and maintaining office documentation, Filing various documents and maintaining databases, Greeting clients and visitors, Planning meetings, Book travel arrangements, Creating filing systems, Maintain office inventory, Dictate meeting notes, Overseeing and supervising administrative activities, Writing memos and transcribing recorded dictation, Answering employee questions, Creating itineraries for managers and staff.</p>
From Sep-2003	Mimbaco Dammam KSA
Asst. Accountant	<p>Prepare employees time sheet, record of iqama, driving license passpo: and other ID's.</p>

EDUCATION

Degree/Course	Institute/ College	University/ Board	Percentage/ CGPA	Year of Passing
B com	Lohia college churu	MDS UNIVERSITY	57 %	1998

Passport detail: S7309574

Date of Birth: 8th September 1978

Gender: Male

Nationality: Indian

Marital Status: Married

Languages Known: English, Hindi, Urdu and Arabic

Abdulrahman Qureshi