



## Logistics Officer & Coordinator (Marine)

Purchase requisitions, Store / Inventory & Receiving Operations / Sales Orders/ Deliveries & Work Orders

# MUHAMMAD JAWAID

### Phone:

+971 55 6479991

### E-Mail:

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### LinkedIn:

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## Skill Highlights

- Multi-Tasking
- Computer proficiency
- Strong decision maker
- Communicational skills
- Oil & Gas Market know-how
- Leadership experience
- Problem solving abilities

## Languages

Arabic	-	Fluent
English	-	Fluent
Urdu/Hindi	-	Fluent

## Experience

*July/2017 - Till Date*

### Alfa Marine Electronics FZC – Sharjah U.A.E

#### **(Logistics Officer & Coordinator)**

- Processing Bill of Entries, customs Documentation, execute AWBS for Export & Dubai Trade portal.
- Data entry for import & export shipments (manifests & customer invoices & packing lists).
- Monitoring movements of shipments.
- Maintain reports for certain jobs.
- Manage timely receipt and submission of documentation for import and export of air/sea freight clearance: AWB, HAWB, Permits, Manifest, Commercial Invoice, Packing List, Bill of lading, Certificate of Origin, Hazardous Cargo Declaration etc.
- Co-ordinate Import and Export freight bookings including Air / Sea / Port Clearance.
- Track and trace shipments, researching and resolve any issues regarding billing or shipping discrepancies, and communicate timely correspondence back to both customers and vendors.
- Public relations affairs for company, Free zone and government organizations and authorities.
- Other related tasks could be assigned.

*Feb/2008 - June/2017*

## **Personal Information:**

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**Full Name:**

Muhammad Jawaid

**Date of birth:**

03-March-1988

**Marital Status:**

Married

**Nationality:**

Pakistani

**Home Address:**

Mansehra – Pakistan

**Visa Status & Emirate:**

Employment - Sharjah

**UAE Driving License:**

Light Vehicle

**Phone:**

+971 55 6479991

**E-Mail:**

[jawaid2050@yahoo.com](mailto:jawaid2050@yahoo.com)

## **Bin Sabt Building & Contracting LLC – Dubai U.A.E**

### **(Store Keeper & Public Relations Officer)**

- Keep up-to-date records of receipts, records, and withdrawals from the stockroom.
- Responsible for packing, pricing, labeling, and returning supplies.
- Oversee the handling of freight, the movement of equipment, and minor repairs.
- Responsible for shipping cancelled or damaged items back to suppliers as appropriate.
- Manage inventory/supplies and ensure they are within the established minimum and maximum levels.
- Supervising the attendance & work hours of the labors.
- Supervising the work on construction sites.
- Handling the Company's Staff Visa documentation.
- In charge of Company's license renewal, and overall document clearance.

## **Qualification**

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- Matriculation from Government boys' high school, Muzaffarabad, Pakistan
- Intermediate Financial Accounting from Government Commerce College, Mansehra, Pakistan

## **Reference**

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References may be furnished upon request