



## CURRICULUM VITAE OF LOGISTICS COORDINATOR

### **Jawad Khan**

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**Driving Skills** : UAE valid driving license



### **Education History: 16 years of Education.**

**2006-2010** Institute of Management Sciences Pakistan.  
Bachelors in Business Administration  
BBA (Hons) CGPA 3.0 out of 4.0



**2003-2005** The Peshawar Public School and College, Peshawar.  
Higher Secondary School (G. Science)  
Marks Obtained 728 out of 1100



**2001-2003** The Fazale Haq College, Mardan.  
Secondary School (Science Group)  
Marks Obtained 629 out of 850



### **Career History: OILFIELDS SUPPLY CENTER LTD JEBEL ALI FREE ZONE B-17 (OSC), National Oil Well VARCO (NOV ELMAR), Dubai, UAE.(Jan 2018-CURRENT)**

Currently working as **LOGISTICS COORDINATOR** with NOV ELMAR, OSC Jebel Ali Free Zone, Dubai. Responsibilities are as follow.

- Facilitate the shipping of materials from one destination to final, preparing shipping docs using SAPS software. Chasing incoming and outgoing shipments and follow-ups on daily basis.
- Reception of daily inventory in warehouse from local and international suppliers by checking value, QTY and quality in coordination with QC team. Creating work orders WO and issuing it to correct person for fabrication and production. Closing WOs after finishing and dispatching SOA upon credit release from system. Ensuring inventory transactions are accurately logged and overseeing monthly, yearly stock counts.
- Maintain clear communication lines with client and reporting manager in order to meet logistics requirements.
- In-depth knowledge of "H.S. codes" Good knowledge of the online procedure of export and import customs clearance process E-MIRSAL I and II. Preparing HS Code summary sheet for incoming and outgoing invoices/ Packing list.
- Coordinates with finance department to ensure that invoicing is done on time for uncovered parts under the Contracts. Adhering to all company procedures and policies.
- Organizes import/export clearance by providing instructions to clearing agents and custom declarations for shipments. Ensures that customs queries are addressed.
- Arrange transportation, schedule staff, and deliveries to meet customer demand with little to no delay, Coordination with DHL and other approved freight forwarders services for fast clearance of urgent shipments.
- Having extensive Knowledge of OSC operations preparing Local gate passes, Transfer of ownerships, preparing various Import /Export Bills,COO,Arabic Invoice, Local to FZE, OSC to OSC, top yard to buildings
- Prepares loads for shipment including paper work i-e Invoice, Packing list, Delivery advice, BOE
- Arrangements and Clearance of all types of shipments from OOG cargo to heavy machines via different mode such as SEA, AIR and LAND and manage necessary paper work.

- Makes sure warehouse capacity is kept at optimal levels, Ensuring team Reservations in good storage conditions considering environmental constraints (especially O-rings) good material handlings.
- Manages activities throughout the order fulfillment and transportation cycle to make sure established deadlines are met. Follow ups clients for pending collections and receptions.
- Organize logistics and purchasing files both physically and electronically as applicable as record keep.
- Ensures that Company Trade License, Customs Import Code and Chamber of Commerce are up-to-date.
- Oversees inventory of goods and vehicles.
- Coordination with Dubai Chamber of Commerce for COO and documents attestation of high value shipments, continually reviews freight costs, transportation rates, and/or the prices of raw materials to keep costs down where possible.
- Streamlines shipping and transportation processes. Watch for new laws and regulations in the UAE or the countries where we ship parts, and evaluate impact on the current business.

**Career History: GEM POLYMERS & PETROCHEMICALS BUSINESS BAY, DUBAI.**

**(Jan 2015-2017).**

Worked as **Logistics Coordinator** with Dubai based Oil, Gas GEM Petrochemicals and Oil and Gas LLC,

Responsibilities are as follow.

- Audit freight cost and documentation. Proven experience in applying INCOTERMS.
- Handling logistics of import/ export operations done by organization, Customs clearance.
- Performed Time & Voyage Chartered Vessel operations within Persian Gulf Area.
- Taking care of logistics from negotiating / chartering vessel to end delivery to destination port.
- Responsible for transportation of container loads, for commodities in packing: Drums, ISO, IBC, 25 KG / Jumbo Bags & Flexis.
- Well aware of delivery terms & demurrage implications in operation.
- Tracking shipments and updating files for reach operation.
- Acting as prime contact between customer, shipping line and supplier.
- Providing customer all necessary documentation; BL, Packing List, Switch BL etc. on timely manner.
- Moving approx. 10000 MT plus commodities in a month to different customer around the globe.

**Career History: MULTI VISION DMCC MEDIA CITY DUBAI.**

**(2014-2015).**

Worked as **Sales Cum Logistics Agent** with SWEDEN based Company in Dubai.

Main Products we were dealing with were 3D Brackets for LED, LCD, Evoko, CCTV Cameras and other Multimedia products.

Responsibilities were as follow.

- Identify and assess customers' needs to achieve satisfaction
- Take Orders from customers on call or email and deliver products on time to various locations
- Installation of products technically on customer's demand.
- Making of invoices and submit the payment in account department on time and filling of the desire invoices in office files for higher management.
- General administration and office support.
- Advertising and promotions of company products by taking part in various exhibitions across Dubai and other states of UAE.

## **Career History: SHAHEEN AIRLINE ISLAMABAD, PAKISTAN.(2012-2014).**

Worked with SHAHEEN AIR INTERNATIONAL as AIRPORT OPERATIONS Pakistan's second national carrier.

Responsibilities are as follows.

- Escorting and directing arriving/departing passengers to the respective areas such as Hotel Desk, Visa Counter, Transfer Desk, Premium Lounges, and Boarding Gates.
- Thorough and technical knowledge of all types of Passports, Visas and International Travel Documents required.
- Constant liaison with Check-in, Boarding Gate, Ramp, Cargo, Lounge.



## **Have done Internship UBL**

### **Job Responsibilities**

- Maintaining logs
- Monitoring activities
- Working on ledgers and maintaining them



## **Diploma certificates.**

- Imports and Customs Compliance for global companies.
- Human trafficking: Respecting workers' rights.

## **Final Project Worked On**

- Areas of Improvement in Islamic Banking

## **Computer Tools Worked on**

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- SQL
- SAGE and SAP ERP software.

## **Work Experience Skills**

Office Experience - General, Scheduling, Telephone Skills, Typing, Documentation Skills, Meeting Planning, Verbal Communication, Written Communication, Dependability, Attention to Detail, Administrative Writing Skills. Oracles, SAPS.

## **Languages**

- English
- Urdu
- Basic Arabic
- Pashto
- Hindi
- Persian

## **Driving License**

**UAE driving license**