



Sheik Dawood

Logistics Executive

📍 ROLLA STREET BUR DUBAI, Dubai, United Arab Emirates 0

📞 +971506745903/+918825912762

✉️ h.sheikdawood@gmail.com

Professional Summary

Dedicated and results-oriented Logistics Executive with 8+ years of experience in optimizing supply chain operations, reducing costs, and improving efficiency. Proven track record of leading cross-functional teams and delivering strategic logistics solutions. Seeking an opportunity to leverage expertise in logistics management and drive organizational success.

Work History

04.2021 – 06.2024

Operation Executive

Al Barrak Shipping & Logistics LLC, LLC – Dubai

- **Handling Import & Export Documentation:** This involves managing all the necessary paperwork and documentation required for both importing and exporting goods. It may include preparing and processing invoices, packing lists, certificates of origin, and other relevant documents.
- **Overviewing the Entire Customs Clearance Process:** This responsibility involves overseeing the customs clearance process, ensuring that all customs regulations and requirements are met for both import and export shipments.
- **Dubai Customs E-Mirsat2 Online Processing:** Using the Dubai Customs E-Mirsat2 online system to process import and export clearance documents. This likely involves submitting electronic documents and ensuring compliance with customs regulations.
- **Coordinating with CHA (Customs House Agent) and Freight Forwarder:** Collaborating with customs house agents and freight forwarders to ensure the smooth movement of shipments and to stay updated on the status of shipments.
- **Coordinating with Delivery Agents/Transporters:** Managing the logistics of shipments by coordinating with delivery agents and transporters to ensure timely and efficient delivery of goods to their final destinations.
- **Preparing Daily Status Reports:** Creating and maintaining daily status reports for import shipments, tracking their movement, and providing updates on their progress.
- **Liaison with Overseas Vendors:** Communicating with overseas vendors to monitor the status of shipments, which may involve tracking the progress of goods as they move from the point of origin to their destination.
- **Tracking and Updating Clients:** Keeping clients informed about the status of their shipments, providing updates on shipment progress, and

03.2014 - 02.2020

addressing any questions or concerns they may have.

Logistic Executive

Culligan Gulf LLC

- **Managing End-to-End Procurement Process:** This involves overseeing the entire procurement cycle, from identifying the need for products or services to their delivery.
- **Vendor Sourcing and Relationship Building:** Identify potential suppliers, build relationships with them, and negotiate prices and terms to ensure cost-effective procurement.
- **Contract Negotiation:** Negotiate and finalize contracts with suppliers, outlining terms and conditions for procurement agreements.
- **Import Permit Approval:** Apply for and secure necessary import permits for both registered and non-registered products through the appropriate government agencies.
- **Order Management:** Place orders according to project requirements, ensuring that orders are processed accurately and on time.
- **Vendor Communication and Negotiation:** Maintain direct contact with vendors, resolve issues, and negotiate prices with the assistance of an account representative.
- **Project Timeline Management:** Ensure that all procurement activities are executed promptly to support project deadlines and objectives.
- **Logistics and Warehousing Planning:** Develop plans for logistics and warehousing operations to efficiently manage the flow of goods.
- **Coordination with Suppliers and Customers:** Collaborate with suppliers and customers to arrange inbound and outbound shipments, optimizing the supply chain.
- **Document Management:** Handle customs import and export documents, maintaining accurate records and reports for compliance.
- **Purchase Order and Inventory Management:** Create purchase orders based on sales orders, manage Material Receipt Notes, and update inventory records in the ERP system.
- **Shipment Tracking:** Monitor the progress of shipments and provide timely updates to customers regarding delivery status.
- **Delivery Scheduling:** Schedule deliveries and prepare delivery notes in the ERP system to facilitate smooth product distribution.
- **Inventory Management:** Maintain warehouse inventory, conducting regular checks to ensure stock levels are adequate on a monthly and yearly basis.
- **Preparing VAT Documents:** Value Added Tax (VAT) documents are essential for import and export transactions, especially in regions where VAT is applicable. This responsibility involves ensuring compliance with VAT regulations and preparing the necessary documentation.

04.2011 - 04.2013

Documentation Controller & Sales Coordinator

050 TELECOM - Dubai

- **Documentation Management:**
 - Maintain and update documentation in compliance with company policies and internationally accepted practices.
 - Ensure that all telecom-related documentation is accurate, organized, and readily accessible.
- **Purchase Order Management:**
 - Process purchase orders based on requests received from various departments.
 - Maintain records of vendor communications and transactions.
- **Sales Order Execution:**

- Execute local sales orders efficiently and accurately.
- Collaborate with the Sales Executive and Operations team to ensure timely delivery and customer satisfaction.
- **Team Supervision:**
- Supervise a team responsible for routine telecom-related tasks on a daily basis.
- Provide guidance and support to ensure tasks are completed efficiently and according to standards.
- **Report Generation and Submission:**
- Prepare and submit month-end reports promptly and accurately.
- Ensure all reports are submitted before the specified deadline.
- Share knowledge of these reports with the team to enhance understanding and collaboration.
- **Management Reporting:**
- Provide precise management reports to the Operation Sales Manager.
- These reports should contain relevant data and insights to support decision-making and strategy development.

Skills

- Supply Chain Management
- Inventory Control
- Procurement and Vendor Management
- Transportation and Distribution
- Team Leadership
- Cost Reduction Strategies
- Strategic Planning
- Process Improvement
- Negotiation Skills
- ERP and WMS Systems

Education

2005

Diploma, Computer Engineering, AVC Polytechnic College (Anna University - Manambathal. Mayiladuthurai

Languages

English

Advanced

Malayalam

Intermediate

Hindi

Intermediate

Tamil

Native