

CURRICULUM VITAE



Fardeen Memon

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Objective:

To work for an organization which will allow me to grow my skills and knowledge with company's objectives.

Profile Summary:

- Hard working and detail oriented, with the ability to multi-task effectively.
- Outstanding leadership, motivation, and communication skills.
- Can work under pressure and meet deadlines.
- Joined as FR8 company as logistics coordinator on 27-January-2021.
- Knowledge to process the customs bill of entry for normal import/export shipments.
- Proficient in Microsoft Office, primarily Word and Excel.

Working Experience:

Benipal Star TRANSPORT

Operations Executive

From OCTOBER 2022 TILL PRESENT

- Placing a MT or FCL container as per the instructions received from the customers.
- Follow up on each and every truck & driver for loading/offloading of the cargoes.
- Follow up with the client on the customs bill of entry so that accordingly gate-in the container to the port.
- Export container – always asked for the customs bill of entry to gate-in to avoid any distraction or challenges.

- Import container – always asked for the DO with validity, customs BOE and DPC and ensuring the haulier is well nominated to us for pulling out the container from the port and place at the respective site as per the request from the customer.
- In case of any customs inspection is require then understand the inspection time slot and accordingly informing to the driver to place the container for an inspection at the respective inspection area.
- Follow up with the PRO or driver once the inspection formalities are completed to deliver the container to the site/warehouse.
- Ensure timely delivery for the smooth operation activity.
- Closed jobs ensure all charges are mentioned to customer and generated invoices for the same.
- Generated SOA for every month and shared which the particular customer.
- Follow up for pending payments from customer.
- Performing immediately arrangement if any urgency comes from the customer for the container placement and understanding the gate-in cut-offs and accordingly act to avoid any customer container shutout.
- Manage all the MECRC bills and submit the original copy to customers.
- Keep MECRC record every month for record purpose.

Haulways Transport.

Operations coordinator.

From December 2021 – OCTOBER 2022.

- Knowledge to process the customs bill of entry for normal import/export shipments.
- Bill of entry used to process fze transit in, fze transit out, import to local from row, export from local to row, import to local from free zone, export from local to free zone.
- Ensuring paying DPC for export shipment to avoid container shutout.
- Following up on each declaration numbers and give an update to the customers.
- Managed tokens and whole day trips for the deliveries coordinated with drivers and even terminal if needed and ensured timely deliveries.
- Handled IKEA container's on daily basis ensured that container's are placed on time and deposited back on time by ensuring no charges are paid for IKEA empty containers.
- Immediate information to clients and manager regarding any issue if occurs in a trip.
- Updated customer about any DO expiry of the container for immediate act on it.
- Ensure that all the containers are also deposited back on time within the DO validity and keep client posted on the container status.
- Inform clients about any damage of empty container and proceed further with shipping line letter if required.
- Ensure to keep all trips records in the shared excel sheet and all the details regarding delivery.
- Used to close the jobs once container gets deposited for invoicing purpose for finance team by ensuring all the charges are upto date for all the trips.

- Updated my team about all the work done in my shifts by providing a brief handover and giving every details of my shift.
- Had general meeting every day before leaving from office about tommorow's plan and how to meet the deliveries on time.
- Operating for day and night both times for organization in critical times.
- Managed all the Document work like Mecrc, POD, Tolls, Exit Etc.
- Kept the track of documents in a sheet for smooth flow of documents. Ensuring all the documents are received and sent to clients.
- Took care that all the documents soft copy is provided to customer the same day and even hard copy if required and also ensure all documents are under control.
- Dealed with 12 Drivers for the whole day. Manage to operate 15 to 20 containers a day.

New Olog Logistics (Fr8)

Team Leader

From January 2021 - December 2021

- Leded a team of 3 to achieve the given target with companies objective.
- Reported daily to regional manager and branch manager for the target discussion and employee working report.
- Needed to maintain tracking of vehicle's on daily basis twice for customer update purpose.
- Make them achieve their individual target with team's target.
- Used to monitor every moment and work of team members and keep team status maintained

Logistics Coordinator

- Arranged trucks for all over India dealt with many types of trucks, trailers.
- Flexible during working time worked late night even during Covid time and achieved the goal with team.
- Coordination with the drivers, suppliers, vendors, and update to the client alternatively to ensure the delivery is met.
- Completing deliveries to all over India and achieving the target.
- Achieving 25 deliveries per week but still targeting more to achieve.
- Planning deliveries to and fro Mumbai - Kathmandu.
- Operated and loaded more than 200 trucks from Mumbai to pan India.
- Worked under the down market in aim to achieve company goal.
- In all the market condition met company's objectives.

- Kept a track on all vehicle ensuring vehicle reached loading / unloading point on time.
- All the updated information shared with the client and within a time to ensure if any standby charges applied.
- Handling and sorting issues if any during operation handling and sorting with the customers.

EDUCATIONAL ATTAINMENT:

Completed BBA in Logistics and supply chain management in the year 2021. (Degree to receive yet coz covid-19)

Completed H.S.C in the year of 2018.

Completed S.S.C in the year of 2016.

ADDITIONAL INFORMATION:

- Participated in Industrial visit at JNPT port Mumbai in 2019
- Participated in training and development organized by CII at Mundra port in the year 2020

PERSONAL INFORMATION:

Date of Birth : June 11, 2000
Place of Birth : Mumbai, India
Sex : Male
Nationality : Indian
Religion : Islam
Languages Spoken : English, Hindi
Passport Number : T2911222
Marital Status : Single
Visa : Employment Visa
From 01 January 2023 to 03 January 2025

I hereby certify that all information and data I have given above are true and correct to the best of my knowledge, belief and ability.