

# JASIM SHAMSUDEEN

## Sr. Executive – Export & Operations

10+ years of experience in developing & executing all aspects of Export & Logistics Cycle. Experienced in Export Operations, Supply chain, Customer Support, Shipping, Account Management, Freight forwarding, Ocean & Land Freights, Negotiations, End-to-end Client Management, Landed Costing, Preparing Quotations, Contract Management & Verifications, Order Managements, Customs Procedures, Export Documentations, Pre-Shipment Inspections, Letter of Credits Management, Payment & Collections.

✉ Jasims87@gmail.com

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📍 Ras al Khaimah, UAE

## SKILLS

Time-management, self-starter, accountability, negotiations & planning, cooperative relationships, Problem solving, Decision making, Data Analytics, solution centric, time frame, Reporting, Forecast, Multi-Tasking

## TECHNICAL SKILLS

**Software Skills** MS Office- Excel, Word, PowerPoint, Oracle ERP

**IT Skills** Operating Systems, Networks-Config, Hardware/Software/Drivers-troubleshoots

**Accounting Skills** VAT, Letter of Credits, DA, CAD

**Financial Skills** Financial reporting, Statements & Analysis

## PROFILE SNAPSHOT

- Handling Export shipments of Middle East/North Africa (MENA) regions, Indian Ports & ICD's, Nepal, Srilanka, Pakistan, New Zealand, Netherlands, Philippines, South Africa, Bangladesh, Jordan & Morocco.
- Serve as the first escalation point for the Customer Service Exports and responsible to supervise the administration activity for the customers which is handled by Head - Business Development.
- Manage efficient and cost-effective supply chain operations & promptly resolve shipment issues arises.
- Liaise with main shipping line operator's, freight forwards & Handle export freight costing, shipments & documentations.
- Handle price lists, contracts and support price increases as per line of business requirements.
- Handle contractual agreements for assigned accounts are met, according with the guidelines decide by Senior Management.

## WORK EXPERIENCE

### Sr. Executive - Exports

#### Ras al-Khaimah Company for White Cement & Constructions Materials P.S.C

02/2013 - Present

Ras al Khaimah, United Arab Emirates

#### Achievements/Tasks:

- Communicate to all export sales inquiries, Provide general & administrative support.
- Communicate & execute all aspects of export sales and logistics operation activities.
- Prepare export quotations for enquiries received as per required INCOTERMS.
- Prepare Proforma Invoices as per agreed payment terms.
- Build and manage export sales pipeline, Shipping's & after sales/customer support.
- Processes and enter all enquiries, customer orders into ERP database.
- Verify Purchase Orders, Delivery Notes and Invoices in ERP system.
- Follow-up with customers for payment collections (Advance payment, Letter of Credit, CAD & Bank Guarantee)
- Coordinate with finance team to get their approvals to release the shipments & to get the confirmation of funds.
- Follow-up with Key customers on shortfalls of their orders.
- Check & confirm the draft Letter of Credit (LC) received from customer for final issuance or further amendments.
- Co-ordinate with production team regarding availability of products on stock & sending requests for new packing as required.
- Preparation of sales reports & Budget forecasts for reporting.
- Prepare & maintain relevant documents of Integrated Management System (IMS) for internal/ external audits & to ensure Zero Non-Conformities.
- Provide end-to-end export & Logistics solutions through effective coordination internally and externally with all the applicable parties such as International/Local Customers, Shipping Companies, Forwarders, CHA's, transporters, Clearing

Agents, Ports & Customs authorities.

- Manage logistics operations to meet customer expectations & financial standards.
- Contact shipping lines for getting Ocean freights, destination charges & booking containers for all export shipments or Liaises with approved forwarding agents to dispatch of ready goods.
- Negotiate freight quotations, monitor market rates & contract management.
- Analyse & prepare landed costing of new & exiting shipments.
- Plan & Organise shipments, prioritizing them based on pre-defined contractual terms.
- Manage the shipment orders flow to customer receipt in standered lead time as per agreed Incoterms.
- Coordinating with clearing agents for Customs Clearing and receipt of Export shipments.
- Coordinate with outbound logistics to arrange of trucks/containers for loading.
- Update customers from time to time progress of their shipment orders & passing information's regarding vessel schedule with sailing details.
- Coordinate with conformity certification bodies such as Intertek, SGS as required.
- Apply online transactions for (i.e. Ministry of Economy, Chamber of Commerce, DP world & Dubai Trade)
- Prepare shipping instructions includes container number, seals, and Invoice for passing export declaration (ED) and submit online or to shipping line/agents for their necessary further actions.
- Checking & confirming for final Bill of Lading/ Sea Way Bills.
- Execution of Export Documents (Commercial Invoice, Packing List, Certificate of Origin, Bill of Lading, Test Certificate) to ensure all meets export regulations & Letter of credit (LC) conditions.
- Check and authorize bank documents submitted under LC/DA/CAD.
- Ensure completeness of shipping documents on time, in full and accurately according to destination requirements.
- Presenting shipping documents to banks based on LC's /CAD in a timely manner without any discrepancies.
- Provide original shipping documents to the customers (courier/email) & maintain the customer order files with all relevant copies of shipping documents.
- Verify shipping lines, freight forwarders, clearing agents, transporters invoices and update on ERP system & forward to finance department for settlement.
- Handle day to day operations & trouble shoot the problems arises.
- To undertake any other task as assigned by Senior Management.

## EDUCATION

- **Executive Master of Business Administration (EMBA)**- Marketing & Operations from Birla Institute of Technology, Ranchi- India (UAE Campus, Ras al Khaimah) Completed – (Awaiting Certificate)
- **Post Graduate Diploma in Supply Chain Management & Logistics** - EduQual, UK from Westford Business School of Management, Sharjah
- **Bachelor of Computer Application, (BCA)** from Manonmaniam Sundaranar University, Tamilnadu, India

## LANGUAGES

- English Full Professional Proficiency
- Hindi Full Professional Proficiency
- Malayalam Full Professional Proficiency

## CERTIFICATE OF ACHIEVEMENT

- Internal Auditor (TÜV Rheinland) training undergone on Integrated Management System (IMS) – (ISO 9001:2015, ISO14001:2015 & OHSAS 18001:2007)
- Best Performance Awards.

## PERSONAL PROFILE

Gender - Male

Marital Status -Married

Nationality – Indian

Religion – Muslim

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Passport No – V9172970

Driving License: UAE & India

**Place:** Ras-al Khaimah, UAE

Jasim Shamsudeen