

Mohamed Arif Daif.



Mob No : +971503368471

Email ID: moamedarif500@hotmail.com

Dubai, UAE



SUMMARY

Logistics & Warehouse Manager experienced that includes the coordination, transportation, and delivery of goods. Offer expertise in key tasks such as organizing the safe and efficient storage and distribution of goods, and to ensure that orders are satisfied correctly. Exemplary record of ensuring stock is maintained and moved efficiently while providing great customer service.

JOB EXPERIENCE

Sea of Incense & Perfumes Factory, Dubai – 2021 / Till Now

- Working as Logistics & Warehouse Manager.

RESPONSIBILITIES & ACHIVEMENTS.

- Schedule and track inbound and outgoing shipments to ensure timely & proper delivery of products.
- Ensure materials are delivered to sites in a timely manner as per clients' criteria.
- Assess and recommend ideal shipping methods, routing, or carriers to meet necessary parameters, specifications, and costs.
- Negotiate rates with carriers.
- Monitor employee performance through establishing Key Performance Indicators, targets, deliverables, and Companywide performance management system.
- Support workforce needs to supplement the receiving and production department requirements for Companywide productivity.
- Monitor current and projected workloads to determine when additional help may be needed to meet deadlines by Procurement and Logistics Department.
- Responsible for preparing and proposing accurate annual budgets for shipping & continuously drive the improvements of logistics flows to optimize cost.
- Develop long term relationship with air cargo, road transport, cargo barges, freight forwarding service providers to ensure competitiveness in the shipping operations.
- Reconcile daily shipping data and complete reports for VP Supply Chain Management.
- Recommend, implement, and support continuous improvement within the department and the company to improve employee performance, quality control, productivity, efficiency, and cost reduction.

Modern Tobacco, Fujairah Free Zone II– FEB 2019 / OCT 2020

- Working as Logistics Assistant Manager.
- Working for Modern Tobacco a large firm of Tobacco Industry.

RESPONSIBILITIES & ACHIVEMENTS

- Manage stock levels, delivery times and transport costs.
- Plan and monitor inbound and outgoing delivers.
- Ensure al operation adhere to custom law guidelines requirements.
- Mange staff resources according to changing needs.
- Resolve problems concerning transportation, logistics system, import or export, or customer issue.
- Ensuring healthy and safety standards are met.
- Send materials and tobacco to our overseas factories.
- Prepare needed documents for custom clearance ocean – house bill of lading, certificate of origin, packing list and commercial invoice documents.
- Ensure the quality, quantity, customer satisfaction and financial commitments are met.
- Plan warehouses and distribution centers for efficiency in both operation and capacity.

Eastern Company S.A.E, Cairo – 2008/ 2018

- Working as Import & Export specialist.
- Working for Eastern Company S.A.E a large firm of Tobacco Industry.

RESPONSIBILITIES & ACHIVEMENTS

- Implement letter of credits.
- Prepare needed documents for custom clearance ocean – house bill of lading, certificate of origin, packing list and commercial invoice documents.
- Deal with each step of the shipping process.
- Coordinate shipping with customs agents for clearance on overseas deliveries.
- Compute international fees for each shipment and keep track of shipment payments and quotas.
- Deal with quotes from prospective shippers and handle claims with insurance companies if any shipment problems happen to occur.
- Oversee handling of all goods and ensure safety in all transportation and design cost effective methods for same and analyze best means of transport for all products as per customer requirement in coordination with manager.
- Responsible for timely and accurate expediting of freight.

PERSONAL PROFILE

- Nationality: Egyptian.
- Date of Birth :19th July 1985.
- Marital Status : Married.
- Military Status: Exempted.

EDUCATION

Bachelor's Degree:

- Faculty of Commerce, Cairo University (2006).
- Major: Accounting.

QUALIFICATIONS

Languages Known

- Arabic (Mother tongue).
- English (Fluent).

Computer Skills

- SAP.
- Real Soft.
- Word, Excel, Outlook.

PERSONAL SKILLS

- Ability to handle multiple projects and work independently.
- Excellent analytical, problem solving, self-management, and organizational skills.
- Well-developed oral and written communication skills and interpersonal skills in order to effectively instruct employees, and also effectively file reports to the upper management of the organization.
- The ability to manage changes.
- Excellent communication skills, both oral and written.