



MOHAMMED ATIF IQBAL

SUPPLY CHAIN/ LOGISTICS CO-
ORDINATOR



Abu Dhabi, UAE, Abu Dhabi,
United Arab Emirates



+971545357657



atif123iqbal@gmail.com

EDUCATION

BACHELOR IN BUSINESS ADMINISTRATION

ALBEDO SCHOOL OF
BUSINESS
MANAGEMENT, ABU
DHABI, UAE
2019

CARGO PRODUCT KNOWLEDGE

EMIRATES AVIATION
COLLEGE, DUBAI
2016

DANGEROUS GOODS

EMIRATES AVIATION
COLLEGE, DUBAI
2016

FIATA

AKBAR ACADEMY,
CALICUT, KERALA
2015

10TH & 12TH

RANI PUBLIC SCHOOL,
VADAKARA, CALICUT
2014

SKILLS

- Communication
- Targets driven
- Focused
- Initiative
- Influencing skills
- Articulate
- Problem solving

ABOUT ME

- Dedicated logistics coordinator with a proven track record of optimizing supply chain operations and enhancing efficiency over 8 years in the industry. Seeking a dynamic role in an innovative organisation where I can leverage my skills to drive impactful change and contribute to the achievement of shared objectives. Committed to continuous growth and development, both personally and professionally, to deliver value to the organisation.

WORK EXPERIENCE

SUPPLY CHAIN/ LOGISTICS COORDINATOR & PROCUREMENT SUPPORT

| JUN 2020 - PRESENT

ADNOC LOGISTICS & SERVICES, ABU DHABI

- Organizing and managing inventory, storage, transportation, Purchase and procurement.
- Analyzing and optimizing logistical procedure such as making call off orders directly for the end users by coordinating with suppliers that can reduce warehousing costs.
- Reviewing, preparing, and routing purchase orders.
- Monitoring shipments, costs, timelines, and productivity.
- Managing supply of spares and consumables to various shipping vessels coordinating with the vessel engineers and captain according to their ETA.
- Coordinating with 3PL for all overseas purchase order shipments to be on time.
- Using ERP system SAP for all transactions.
- Creating Purchase orders and requisition to maintain enough stock of materials.
- Processing GRN in SAP for all the order received in the store. To ensure the supplier to proceed with invoicing.
- Improved KPI findings in the department
- Creating locations for materials according to their type such as Heavy equipments, chemical, cold storage. Material includes spare parts and consumables.
- Following purchase orders with suppliers to be on right by time, quality and quantity.

Software used; SAP

LOGISTICS COORDINATOR, WAREHOUSE MANAGEMENT

| JUN 2018 - JUN 2020

- Critical thinking

LANGUAGES

English

Malayalam

Hindi

Arabic

PERSONAL DETAILS

○ Date of birth
04 Apr 1995

○ Nationality
India

○ Visa status
Active

DRIVING LICENSE

○ DRIVING LICENSE
CATEGORY
UAE Light vehicle driving
license

OTHER LICENSE

○ FORKLIFT
JAN 2016 - MAR 2018

DELIGHT GROUP, ABU DHABI

- Managing the efficient receipt, storage and dispatch a wide range of goods from warehouse while, implementing paperless documentation to create an eco friendly workspace.
- Coordination between clients and customer services.
- Maintaining inventory for all the inbound and outbound of goods transaction using ERP system EFS (E-Frieght Suit)
- Managing certificates for equipments and warehouse for leading ISO inspection.
- Implementing quick and easy ways to track and locate the goods.
- Tracing miscellaneous goods.
- Maximizing space usage within the warehouse.
- Facilitating effective communication within the team and across the site.

Software used; EFS (E-Frieght Suite)

○ LOGISTICS AND CARGO ASSISTANT/ EXPORT & IMPORT COORDINATOR | JAN 2016 - MAR 2018

DNATA CARGO (DULSCO LLC), DUBAI

- Devising and implementing strategies to handle flight planning.
- Pre selective loading procedure. Leading a team of four which includes professional equipment operator and loaders.
- Ensuring the storage of Dangerous Goods according to their classes.
- Flight finalizing with ERP system DACS+
- Planning and improvising loading notes and manifest for breakdown/build up of import/export cargo
- De-console according to house air way bill.
- Managing ULD and pallet processed. Verifying and handling export docs.
- Managing and ensuring safe and efficient cargo operations. Ensure strict adherence to the standard operating procedures and airline requirement.
- Delivery and acceptance import/export.
- Carrying out segregation of docs. Managing entire documentation, export weight vol check.

Software used; DACS+

AREAS OF EXPERTISE

- Logistics management
- Site warehousing
- Inventory management
- Documentation flow
- Frieght management
- Supply chain