



SERFRAZ KADIMANI

SUMMARY

Experienced and detail -oriented logistics coordinator qualified in custom documentation. Excel at coordinating tasks of numerous internal divisions and external agencies to ensure rapid, accurate delivery of materials, Advanced expertise in reviewing invoices and shipping manifests to ensure full compliance with local customs and international regulations

WORK EXPERIENCE :

AIRLINK INTERNATIONAL UAE (LOGISTICS) LOGISTICS COORDINATOR JAN2022 to AUG 2024 JAFZA

- Managing billing operations for warehouse facilities.
- Overseeing and following up on GRC audits.
- Handling import and export of shipments globally, ensuring compliance with safety protocols and procedures.
- Coordinating with shipping lines to secure competitive rates and ensure customer satisfaction.
- Preparing CUSTOM documents for cargo shipments across GCC countries.
- Utilizing Dubai Trade portal for customs-related tasks.
- Safely maintaining warehouse inventory in accordance with customer stock requirements.
- Resolving issues promptly during the cargo dispatching process.
- Facilitating the delivery of import shipments from ports to designated destinations, including clearance and inspections

EBIX CASH WORLD MONEY (FOREIGN EXCHANGE ,GOA INDIA) SENIOR EXECUTIVE FROM FEB-20218 TO JUNE 2021

- To manage sales at the counter and cross sell other products. Maintaining relationship with banks increasing sales of the branch handling wholesale forex business marketing.
- Extensive experience in back office operations encompassing customer service, finance, and banking activities.
- Proficient in handling a range of financial transactions such as Send Money Abroad (TT), Higher Studies, Forex Cash (Buying & Selling), Cash advances, International Credit Cards, and receiving and counting daily inventories of cash, foreign currency, and traveller's cheques.
- Conducted data collection and analysis to identify control deficiencies, duplicated efforts, extravagance, and fraud, non-compliance with laws, regulations, and management policies.
- Stayed up-to-date with government policies related to the finance sector and updated standard formulas and templates accordingly. Maintained accurate daily transaction data using MS Excel sheets.

SKILLS HIGHLIGHT

Demonstrated self-motivation

Strong analytical aptitude

Effective communication and interpersonal skills

Collaborative team player

LANGUAGES

English

Hindi

Konkani

Urdu

EDUCATION

Master of Business Administration
(Jaipur National University India)
2012 -2014

Bachelor of Commerce, University
of Goa, India 2010- 2012

Higher Secondary School, Goa Board
2008-2009

COMPUTER SKILLS

MS -OFFICE

MS -WORD

MS-EXCEL

HOBBIES

Music

Movies

Online gaming

PASSPORT DETAILS

PASSPORT NO:X6812327

VISA STATUS-VISIT VISA

THOMASCOOK (I) LTD CUSTOMER RELATIONSHIP EXECUTIVE FROM FEB 2016 TO FEB 2018

- To Manage sales at the counter and cross sell other products.
- Maintaining Relationship with Banks
- Increasing Sales of the Branch
- Handling Wholesale Forex Business Marketing

CENTRUM DIRECT LTD (OPERATION EXECUTIVE CASHIER)-FOREIGN EXCHANGE FROM MAY2015 TO FEB 2016

- To ensure Rate Sheet received from Head Office updated for routine operations on daily basis.
- To develop encashment and sales at the counter and cross sell other products. To maintain all FLM Report on daily basis & Monthly Reports.
- To ensure proper control on all stock & used Manual bill Books as per the procedure.
- To record all sale & purchase transaction and file relevant documents on daily basis