

# JAVID MUDUVANA



## Contact Details



+974 50517617



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Doha. Qatar

## Certifications

- Ω MS office (Word, Excel, Power point)
- Ω Email outlook applications
- Ω Tally (Accounting)

## Career Objective

Seeking a position where my skills, to utilize my talent and knowledge to build a career with a renowned organization and to engage in a career that offers sufficient professional challenges and growth opportunities.

## Education

- ❖ Degree in BSc
- ❖ Pre Degree (Kerala Board Higher Secondary Education)
- ❖ SSLC (Kerala Board)
- ❖ Diploma in supply chain documentation (AIMAS)

## Skills

- ❖ Works as Operations Container freight station W.L.L Doha Qatar (Dec 2022 to present)
- ❖ Works as Operations AL JABER Shipping and Custom clearance W.L.L Doha Qatar (Feb 2015 to Oct 2022)
- ❖ Works as procurement and Logistics coordinator Silver oaks Qatar (June 2012 to Dec 2014)
- ❖ Two years as Documentation executive at Farha Intl Shipping and custom clearance Company, Dammam, Saudi Arabia (Sep 2006 – Aug 2008)

## Experience

### -----RECENT EXPERIENCE OUTLINE-----

#### CONTAINER FREIGHT STATION (DOHA QATAR)

##### Operation assistant cum messenger (Since December 2022 to present)

- Collect Delivery order from shipping lines and deliver to custom clearance agency
- Preparing the relevant documentation.
- Document collection and cheque deposit
- Liaising with customers as required.
- Liaising with all departments within the company.
- Coordinate collection D/O along with original shipping Documents
- Assisting administrative duties copying filing and scanning documents

## Al Jaber shipping (DOHA. QATAR)

Operations (Feb 2015 to Oct 2022)

- Liaising with shipping agencies
- Organizing and managing inventory, storage, and transportation.
- Addressing and resolving shipment and inventory issues.
- Liaising and negotiating with suppliers and retailers.
- Answering customer queries.
- Receiving and dispatching

## PREVIOUS EXPERIENCES

### Silver Oaks Trading and Contracting, DOHA, QATAR

**Procurement & Logistics Coordinator, June 2012 to Dec 2014**

Responsibilities:

- Purchase and import the quality products from well supplier.
- Negotiate with Supplier for items cost deduction.
- Make Product Comparison price chart.
- Evaluate the sale and stock before preparing order.
- Import and export the shipment as per incoterms and sales terms on PI and sales Contract.
- Coordinate with Overseas agents for shipment and documents arrangements.
- Routing of shipment.
- Invite the quotation from the freight forwarders or shipping line, negotiate with them and finalize the shipment.

### Farha international Shipping and Custom clearance , Dammam ,(Saudi Arabia )

**Documentation Executive (Sep 2006 –Aug 2008)**

Deliverables:

- Present customs document to customs broker and close follow up.
- Arranging transportation
- Record and Remind the ETA and for all doc's arrangement and filing and clearing.
- Handling mails and phone calls, prepare documents, Memos, Faxes & minutes of meeting as per Instruction of the manager and keeping in the daily filing systems.

## Personal Details

Nationality	:	Indian
Marital Status	:	Married
Languages Known	:	English, Arabic, Hindi, Tamil, Malayalam
Driving License	:	Valid Qatar and Saudi Arabia,
Passport No	:	S 9838525
Date of Expiry	:	29/12/2028
Visa status	:	Transferable

## Declaration

I hereby certify that the above information is true and correct to the best of my knowledge.  
Javid Muduvana