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**Shershad**

**Shershad.186341@2freemail.com**

**CAREER OBJECTIVE**

Aspiring for a growth oriented career in an organization that offer challenging jobs and providing professional environment with good remuneration by utilizing my practical experience, knowledge and professional skill.

 **KEY SKILLS**



* Good interpersonal and communication skills
* Expert in both software and hardware
* Confident to take new challenges in jobs
* Expert in handling complex situation
* Dedication towards the assigned jobs
* Ability to keep patience while handling job tasks.
* Ability to prioritize the responsibility for better time management
* Ability to work independently as well as others
* Expert in handling organization issues
* Experience with computer information system

**PROFESSIONAL EXPERIENCE**

**Job Title: Team Leader (OPERATION)**

**Company: M/s. Federal Express (FedEx)**

Place: Riyadh, Saudi Arabia

 *Period: From September 2010 to June 2013*

***Job Profile:***

* Inbound and Outbound shipment handling (Domestic and International).
* Scanning and sorting
* Determining shortages (Domestic and International)
* Reporting Shortages /Missing/Damaged shipments to respective location
* Maintaining the inbound/outbound manifest
* Preparing outbound manifest
* Monitoring incomplete/missing shipments Details
* Operation related queries handling
* Gateway operation
* Monitoring and updating missing scan
* Cross checking inbound manifest through FedEx system
* Explaining to the team about new updates
* Explaining to the team about error in scanning/sorting process
* Handling other relevant duties as and when assigned

**DUTIES AND RESPONSIBLITIES**

 Designing a plan to load & off load shipments without any conflict once alerts and mails are generated by Origin.

 Loading and off loading of shipments is done according to the plan. The shipment is sorted based on the location

and priority after being scanned appropriately. The scans are done both before and after sorting. Once the sorting is

 complete its forwarded to the respective locations unless and until the destination is same ,in which case we hand it

over to the station.

 Once the operation is complete, a summary is prepared containing the details of received/ forwarded

shipments including the operational details which are then forwarded to the supervisors. In case of Missing/Damaged/ incomplete shipments the details are reported to the respective locations.

# ACHIEVEMENTS

# Possess valid FORK LIFT LICENSE issued by SMSA-FedEx

# Attended and successfully completed an awareness class on handling Dangerous Goods (DG).

# EDUCATION

**Bachelor of Computer Application (B C A)** from M G University – April, 2010

**H S E** from Board of Higher Secondary Examination – March, 2005

**S S L C** from Board of Kerala Board Secondary Examination – March, 2003

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# COMPUTER KNOWLEDGE

**Software -** MS Office, Internet, DBMS Application ,Programming languages

**Hardware -** Installation, Formatting, Network Configuration

# LANGUAGES KNOWN

 Arabic, English, Hindi & Malayalam

# PERSONAL DETAILS



 Gender : Male

 Nationality : Indian

 Date of birth : 15/05/1988

 Marital Status : Single

 Religion : Muslim

 Current Location : Dubai,UAE