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| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*****Personal Data*****Nationality :** Indian**Date of Birth :** 08-January-1993**Gender :** Male**Marital Status :** Single**Religion :** Islam***Languages Known :**** English
* Malayalam
* Arabic (Basic - Read & Write)
 | **RESUME****CAREER OBJECTIVE** “To enhance my professional skills in a dynamic and stable workplace, seeking a respectable position in an innovative, globally reputed organization and work with commitment to build and enhance my professional skill set”**STRENGTHS** * Excellent communication and organizational skills
* Highly self-motivated, self-starter, hardworking and team worker
* Comprehensive problem solving capabilities, abilities to look beyond the ordinary
* Good Leadership Skills
* Proactive and Self driven

 **WORK EXPERIENCE** **A.A. ABDUL AZEEZ & ASSOCIATES** (May-2015 to Oct-2015)*Licensed custom house Agents freight forwarders*, Cochin – India.Position: **Logistics Assistant*****Job Duties & Responsibilities:**** Handle incoming and outgoing shipments by checking them physically
* Check products for defects and accuracy
* Ensure posting of outbound deliveries using pre-designated software
* Handle packaging procedures to ensure safety of shipment
* Handle shipment receiving duties by ensuring the right item has been delivered
* Manage paperwork associated with shipping duties
* Ensure that all transactions are recorded in company database
* Ensure that items are properly packed and labelled
* Make sure that items are loaded onto shipment vehicle in a safe and timely manner

**MFC Trading** (Sep-2014 to April-2015)Furniture Importing & Exporting Company, Cochin – India.Position: **Export Clerk** *(Part time)****Job Duties & Responsibilities:**** Check the available stock in warehouse every day.
* Preparing the invoices for the Import and export of material.
* Ensure no damage in receiving and transporting shipment.
* Schedule delivery, track shipment and update customers.
* Provide quick responses to customers' inquiries and problems.
* Manage files/folders and compile records.

**EDUCATIONAL QUALIFICATIONS** * **Post Graduated Diploma in Logistics & Shipping Management** at Scientific and Technical Education Development (STED) Council, Cochin – India.
* **International Diploma in Logistics and Transport** at The Chartered Institute of Logistics and Transport (CILT), Cochin – India.
* **Bachelor of Business Management (BBM)**

Kannur University – India.* **Plus two** at Kerala Board from P.J. Higher Secondary School Kannur – India
* **SSLC** at Kerala Board from C.H.M.K.S. Govt. High School, Kannur – India

 **PROJECT WORK** * Successfully completed the project work titled ”**An organisational study of Sulfex Mattress Company with special reference to Production Department”** at Sulfex Mattress Company, Kerala, India during the period from 02 Dec 2013 to 23 Dec 2013.

**CO-CURRICULAR ACTIVITIES & ACHIEVEMENTS** * Performed as Best **Manager Event Co-ordinator** for “UTFORSKA 2012”, an Inter-university level management fest held at ITM College of Arts and Science during March 2012.
* Participated in various drawing competition within Kerala.
* Won prizes in various inter school games.

**COMPUTER SKILLS** * Well versed Operating Systems & Internet Operations
* Expert Knowledge in MS Office (Word, Excel & Power Point)
* Additional tools: Photoshop

**Additional Skills & Interests** * Drawing
* Photography
* Swimming
* Travelling
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