|  |  |
| --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  ***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 |

****

**Gulfjobseeker.com CV No:** **1519020**