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**First Name of Application CV No 1644306**

Whatsapp Mobile: +971504753686



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Objective:

To build a long - term career in Logistics, Shipping, Administration, Coordination and Operations that offers professional growth and continuous learning opportunities.

Education:

B Tech | 2013 | B S Abdur Rahman University.

**Major**: Computer Science

**Related coursework**: An application in Network the title “Performance Enhancement of Logical Model for Estimating Path Duration in MANET”

Diploma | 2010 | Valliammai Ploytechnic college

**Major:** Computer Science

**Related coursework:** Project submitted on an application under the Title “Real Time Pc controlling through SMS”

SSLC (X) | 2006 | Jaigopal Garodia National matriculation Higher secondary school

**Major**: Maths, Science, Social Studies,English,Tamil.

**CERTIFICATION:**

**Air Cargo Management in International Logistic from Government of India**

**Experiences:**

1. Logistic Co-ordinator

ctms services - June 2013 to february 2016

**Roles and Responsibilities:**

• Receive shipments and ensure both quality and quantity
• Trace, track and expedite purchase processes
• Create and maintain contact with vendors and customers to ensure timely delivery of goods
• Interact with third party logistics service providers
• Audit freight cost and documentation
• Ensure accuracy of all inventories
• Maintain communication with warehouse staff to ensure proper working order
• Review bills, invoices and purchase orders
• Ensure all payments are processed in time
• Assist customers with inquiries
• Create packing lists and update shipment information in database
• Organize files both manually and electronically
• Monitor and facilitate repair orders
• Coordinate deliveries for repaired or returned items
• Ensure that the warehouse has sufficient space for incoming deliveries
• Ensure that all items are properly numbered and tagged
• Dispose of unserviceable or damaged items
• Conduct safety procedures for outbound shipment vehicle
• Reconcile hand receipts
• Manage warehouse security related work such as preparing badges, passes and identification cards

**Personal Attributes**:

* Self-Motivated
* Verbal And Written Communication Skills
* Attention To Detail
* High Work Standards
* Problem Solving
* Decision Making
* Organizing And Planning
* Critical Thinking
* Ability to work overtime and irregular hours when needed.
* Flexibility And Adaptability

**Personal Profile:**

* Date of Birth : 18-11-1990
* Nationality : Indian
* Religion : Islam
* Sex : Male
* Marital status : Married