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**AREAS OF EXPERTISE**

***Logistic operations***

***Safety procedures***

***Organising shipments***

***Transportation management***

***Tracking stock***

***Warehouse management***

***Legal compliance issues***

***International logistics***

**PROFESSIONAL**

***Prof Diploma (in logistics & shipping****)*

***Prof Diploma(E-Logistic and Supply-Chain-Management)***

**PERSONAL SKILLS**

***Highly Computer knowledge***

***Fluent in English Languages.***

***Arabic(can read and write well)***

***Helpful attitude***

**PERSONAL DETAILS**

*Mob:* ***+971503718643***

[***Nazil.339641@2freemail.com***](mailto:Nazil.339641@2freemail.com)

*DOB:* ***03/07/1995***

*Nationality****: Indian***

Nazil.

**LOGISTICS AND SHIPPING PROFESSSIONAL**

**PERSONAL SUMMARY**

Highly motivated Logistics Coordinator adaptable to evolving logistics technology to facilitate the shipping process. Proficient in customer support and efficient problem solving. Centered on meeting client expectations while retaining quality standards to ensure timely delivers.

**WORK EXPERIENCE**

***A.A Abdul Azeez Association,Kochi,Kerala***

**Logistics Coordinator** April 2016 - nov 2016

*• Prepared various packages for shipment.*

*• Provided updated shipment information via email.*

*• Assisted customers with the preparation of shipping documentation.*

*• Confirmed that packages met federal shipping guidelines.*

*• Assisted customers in tracking missing or delayed packages.*

*• Coordinated with shipping departments at other postal facilities.*

***Calicut International Airport,Kerala,India***

**Logistics Coordinator Trainee** Jan 2016 - march 2016

*• Greeted customers and handled shipping requests*

*• Provided detailed tracking information via email and mobile devices*

*• Ensured that quality control guidelines were enforced*

*• Assisted with billing issues prepared invoices and processed payments*

*• Responded to customer service issues*

*• Prepared all required shipping documents*

*• Established ongoing relationships with local businesses.*

**KEY SKILLS AND COMPETENCIES**

*• Skilled at the safe handling of personal and business packages*

*• Experienced with using relevant software programs to track deliveries*

*• Strong organizational skills especially in high-pressure situations*

*• Excellent customer service skills including the ability to resolve issues*

*• Ability to work well in team settings*

*• Good communications skills*

**ACADEMIC QUALIFICATIONS**

Prof Diploma (in logistics & shipping)

***Sted counsil At Indian institute of logistics***

B.B.A(Final Sem ongoing)

***Bharathiar University***

Intermediate

***Kerala Technical Board***

Hgh School

***Kerala education Board***