**RESUME**

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| photo  [ABDUL.351925@2freemail.com](mailto:ABDUL.351925@2freemail.com) | OBJECTIVE*:*  **To be associated to an organization where there are opportunities to improve my skills and knowledge and at the same time work in a team where my hard work, creativity and sincerity are recognized and rewarded.**  EDUCATION   * Post Graduate in Master of Business Administration(MBA),Logistics & Finance (2016) Guruvayurappan Institute of Management, Bharathiyar University,   Coimbatore, Tamil Nadu, India.   * Graduate in Bachelor of Commerce (BCOM.CA)(2014)   AJK College of Arts and Science, Bharathiyar University, Coimbatore,  Tamil Nadu, India.  PROFESSIONAL EXPERIENCE   * Air Cargo Asst. Operation Executive at Space International Air Travels Pvt Ltd (EMKE Group)   Nedumbassery, Ernakulum. (5 Month Training).  CORE RESPONSIBILITIES   * Import Documentation **–** Collection of delivery order, Airway bill, Invoice, Packing list. * Export Documentation – Preparation of shipping bills, invoice and packing list. * Export Bill Filing (Customs). * P.Q Coordination and Filing. * Solving the problem related to documentation.   IT SKILL   * MS Office, Tally, Photoshop.   PROFESSIONAL DEVELOPMENT   * Experienced in Big Bazar palakkad during Internship. * Experienced in Kerala Roadways (KRS) Kanjikode, Palakkad during Internship. * Successfully participation in “Industrial Training” on Malabar Cements.Ltd. * Participation in national seminar on business ethics in AJK College, Coimbatore. |
| ***Languages Known***  English, Hindi, Malayalam,  Tamil. | PERSONAL INFORMATION  Name      : ABDUL  Date of birth  : Single  **PASSPORT DETAILS:**  Date of Issue      : 09-09-2014  Date of Expiry      : 08-09-2024  Place of Issue      : Malappuram  PERSONAL SKILLS   * Easily adaptable to any environment. * Good coordination and communication skills. * Quick learner and a great team player. * Goal oriented and confident in executing assigned tasks.   DECLARATION  I hereby declare that all the information mentioned above is true to the best of my knowledge and belief. If given a chance, I promise to work with extreme honesty, sincerity and commitment. |