**MUHAMMAD**

**Muhammad.353664@2freemail.com**

**LOGISTICS**

**Career Objectives:**

Seeking a position in Logistics Coordinator / Inventory Administrator cum Warehouse in charge with a reputed organization & to grow in a challenging and competitive environment by utilizing my knowledge, leadership skills and managerial experience and there by become an asset to the organization.

**Career Profile: (Total 2 yr 5 months)**

* **April 2016 to November 2016**



**Worked in ALIFPOLYCARE(Manufacturing&Exporting) Kerala, India as Operation Executive. Duties and Responsibilities**

* + Recruit and coordinate logistics staff (e.g. truck drivers) according to availabilities and requirements
	+ Receive the cargo and cross check with manifest if anything noticed directly mail to the concern person
	+ Preparation of POD
	+ Pin code wise sort the consignment
	+ Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
	+ Should out scan the consignments while handover to the branch / person
	+ For non-serviceable area consignment should communicate with the consignee
	+ Miss routed consignment talk with concern department and return back to the hub
	+ Delivery updating
	+ Make sure that all deliveries happening in the same day
	+ Office management.
* **August 2014 to March 2016**

**AZ FREIGHT & SERVICES LLP. LTD. Cochin- Kerala, INDIA as Cargo operator.**

**Duties and Responsibilities**

* Logistics Operation
* 3 PL Marketing
* check each and every mails and revert
* Preparation of export & import Documents
* prepare (BL/ AWB)
* Clearing of imported goods from the port
* Collecting delivery order from various shipping companies
* Utilize logistics IT to optimize procedures

**Education Qualification:**

.

* Post-Graduation Diploma in Logistics and Supply Chain Management. Under WHRED India.
* Bachelor of Commerce (B. com) under Shobhit University, Uttar Pradesh, India.
* Higher Secondary Board of Kerala public examination, India.
* SSLC Board of Kerala public examination, India.

**Computer Skills:**

* Knowledge in MS OFFICE
* Basic knowledge in Computer Hardware
* Accounting Software : Tally ERP.9 & SAP ERP
* Internet awareness

**Working Skills:**

* Independent, self-motivated, able to take responsibilities and work well under pressure.
* Flexible team player with the demonstrated capacity to learn quickly and apply that knowledge Effectively.
* Excellent knowledge in Inventory Management.
* Excellent communication skills, able to interact with customers of different nationality and culture.
* A team player, situational management style, proactive and well- disciplined with proven ability to manage multiple assignments efficiently while maintaining high level of customer satisfaction.
* Strongly developed management, supervisory and training skills.
* Ensured accurate documentation for all activities.

**Personal Details:**

|  |  |  |
| --- | --- | --- |
| **Age and date of birth** | **-** | 25, 6thAugust1992 |
| **Gender Male** | **-** | MALE |
| **Nationality** | **-** | INDIAN |
| **Religion** | **-** | ISLAM |
| **Languages known** | **-** | ENGLISH, HINDI, MALAYALAM,TAMIL |
| **Marital status** | **-** | SINGLE |
| **Visa status** | **-** | VISIT VISA |

**Declaration & Reference**

This is to declare that all the information furnished in this resume is a true testimony of my personality.

Reference will be provided upon request.