**SHAHEER.359422@2freemail.com**

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 Photo

**CAREER OBJECTIVE**

 I seek a challenging position as Operation Executive, Customer Service Executive and Store Keeper. In order to utilize my unique qualifications and hands-on experience in Operation and Customer Service, completely to the optimum level to the benefit of my employer and also for my career

**WORK EXPERIENCE**

**1. INDUS LOGISTICS SANGHUMUGAM THIRUVANANTHAPURAM**

Indus Logistics Cargo was established in 1992, in Trivandrum, to provide best-of-breed logistics and transportation services whilst positioning and differentiating itself through a commitment to excellence across all areas of business. This pursuit has enabled the Cargo to grow expand the organization to include many offices spread across 12 countries manned by over 100 employees within a short span of time. Coupled with strong worldwide partnerships with dedicated agency networks, Indus Logistics Cargo now truly covers the globe.

Duration: June 2007 to May 2008

Job Profile: Executive - Customer Service, Store Keeper & Operations Air Export

**2. DCFC Logistics & Distribution LLC**

Established in 1972 as one of the first Shipping agent and freight forwarders in Dubai, DCFC has transformed into an international freight forwarding and logistic specialist. DCFC Airfreight and consolidation team at Dubai Airport Free Zone, (DAFZA), Dubai International Airport, DCFC’s Airport Office in DAFZA is equipped with Bonded.

**Job Description:**

We do include checking inventory, handling purchases and returns, keeping records and maintaining the image of a company. We must also deal with vendors, customers and owners to make sure their needs are satisfied**.**

Duration: June 2008 to August 2008

Job Profile: Store Keeper

**Key Responsibilities:**

* Communicating with Customers and arrange the service as per their requirements.
* Managed daily shipments to customer as per company’s quality standards
* Coordinating with transport department of the organization to ensure timely delivery of the consignment to the clients
* Maintained accuracy and integrity of all logistic information
* Coordinating with all branch offices located in different states
* Co-coordinating with Customers regarding the shipments and checking the allocation.
* Updating the clients regarding the status of consignments from time to time
* Preparing daily, weekly and monthly consignment statements and provide the same through e-mail to the clients
* Ensure proper coordination with the clients.
* Manage all the activities related to import such as import schedule, d/o collection & extension, DO request letter to shipping co. and prepare manifest for consolidating cargoes
* Coordinate with clients for necessary documents for Customs clearance.
* Preparing Reports (KPI Report, Lead Time Report, Stock Reports) and send weekly to merchandisers and Management.
* Managing the inventory of the stock.
* Performed distribution services based on local and international regulations
* Reviewed shipment receipts in accordance with purchase orders.
* Provided logistic advice and resolved any shipment problems promptly.
* Implemented best practices for inventory control and management

**ACADEMIC QUALIFICATION**

1. FIATA (International Cargo Introductory-2007)
2. FIATA (Dangerous Goods and Regulations-2008)
3. Bachelor of Arts in Literature

**STRENGTHS**

1. An incisive professional offering around one year experience in Logistics& freight forwarding operations
2. Good experience to handling & Make satisfied the Customers as per their requirements
3. Ability to multitask, prioritize and balance high volume work responsibilities with a adherence to quality
4. Capable of working under pressure with tight schedules.
5. A team member with excellent analytical, planning, execution, and organizational skills.

**COMPUTER PROFICIENCY**

* + Microsoft Excel, Word, Power Point

**PERSONAL DETAILS**

Nationality : Indian

Date of Birth : 2nd April 1984

Languages : English, Hindi, Malayalam and Tamil