**Shahnawaz**

**E-mail :** shahnawaz-393921@2freemail.com

**Seeking to employ my experience and realize my potentials in a competitive environment which would push me to the best of my creative abilities.**

 **CAREER CONTOUR**

* Worked as a LOGISTIC COORDINATOR from 21st November 2013 to 22nd March 2019.
* Worked From 10th August 2010 to 10th August 2011.

**ROLES AND RESPONSIBILTIES:-**

* Arranging pickups for customers (Account holders/Non-Account holders) of SAL.
* Providing tracking details of the shipment to the customer whenever calls up.
* Specifying quotations to the customer related to rates, time and documentation required for the shipment.
* Involved in distribution of vehicles to all over India and Other regions.
* Coordinating with sales, service and stock yard team for vehicle dispatch.
* Preparation of vehicle planning & export documentation.
* Regular follow-up and status reporting regarding vehicle deliveries to branches and customers.
* Involved in the review, processing and analyse of documentation and transactions for customer.
* Using electronic inventory tracking to scan stock and reconcile inventory.
* Creating and maintaining spreadsheets to report and analyse data.
* Preparing the daily inventory sheets, maintaining records, reviewing paper works and reports.
* Executes required export documentation for multiple accounts in various stages of completion in a highly time sensitive environment.
* Timely management of multiple lines of communication between suppliers, shippers, customers and internal parties, maintaining details, and relaying pertinent information to appropriate parties.
* Managing the efficient receipt, storage and dispatch of a wide range of goods from the warehouse.
* Looking after the transportation of goods into and out of the warehouse.
* To prepare all necessary paperwork labeling, dispatch dockets, dangerous goods notes as required on a daily basis.
* Responsible for picking, packing and dispatching shipments to retailers around the world.
* Arranged with freight forwarders and trucking company pickup and delivery of the merchandise through shipping instructions.
* Prepared all shipping documents, purchase orders, acknowledgments, invoices, packing list and letter of credits.

**ADDITIONAL QUALIFICATION:**

* MS EXCEL.
* Well versed with ERP9
* Diploma in Computer Application

**Strengths:**

* Self-Confident,
* Team Person,
* Good Interpersonal & social skills

**ACADEMIC QUALIFICATION**



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| **COURSES** | **School/ University** | **Board** | **Year of Passing** |
| MBA | P.E.S. Institute of Technology, Bangalore |  VTU, Belgaum | 2013 |
| BBA | Dr. B.C. Roy Engineering College, Durgapur |  WBUT | 2010 |
| 12TH | Saraswati Vidya Mandir, Dhanbad | C.B.S.E | 2007 |
| 10th | JNMS, Dhanbad | C.B.S.E | 2005 |

**PERSONAL INFO**

Date of Birth : 30th July 1989

Languages Known : English, Hindi, Urdu

**DECLARATION**

I,**Shahnawaz,** hereby affirm that the information given above is true in the best of my knowledge.

DATE:

PLACE: **(Shahnawaz)**