 **MURSHID**

 Dubai : UAE

Email : murshid.383522@2freemail.com

**CAREER OBJECTIVE:**

To take up a career in a reputed organization which gives me an opportunity to utilize my strength and acquire expertise, thereby contributing to the development of the company and self.

**WORK EXPERIENCE:**

Organization: WORLDNET LOGISTICS LLC, DUBAI - UAE

Period of Service: 07-february-2018 to Present

Designation:Operation Coordinator

**JOB RESPONSIBILITIES:**

* Entire Operations (Inbound and outbound – Sea, Air & Land)
* Documents verification
* Customs clearance (All types of Import & ExportDeclaration)
* Land Transportation
* Tracking delivery progress of cargo
* Notifying customers on arrivals and departures
* Documentation (Air, Sea and Local Transportations)
* Business code creations and renewals in Dubai Trade Online Portal

**WORK EXPERIENCE:**

* Organization : MY CHOICE LEATHERS
* Position : CUSTOMER SERVICE REPRESENTATIVE
* Duration : June 2015 – December 2016

**JOB RESPONSIBILITIES:**

* Identify the requirements of the customers
* Propose suitable products based on the needs of the customer
* Ensure stocks are in place and delivery on time
* Coordinate with manufacturer, negotiate the price and follow-up for the supply of goods
* Providing the information about the products and services to the customer
* Resolves product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.

**ACADEMIC CREDENTIALS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Institution** | **University/Board** | **Year** |
| Diploma in Logistics and Supply Chain Management | Talent Fly Cochin | STED COUNCIL | 2017 |
| Bachelor of Business Management | M E S CollegeKuthuparamba | Kannur University | 2012-2015 |
| HSE | MGHSS SchoolPeravoor | Kerala State Board | 2010-2012 |
| **Academic Project Details:**\*\* A detailed study has been conducted on labor welfare for Surya Super PVC Industries and report has been submitted to the management of the company. \*\* Worked as a team leader for this project. |

**STRENGTH:**

* Commitment And Focus
* Listener And Observer
* Adaptability To Change
* Self Confident And Hardworking

**TECHNICAL SKILLS:**

* MS Office (Word, Excel, PowerPoint) & Internet Applications.
* Programming Languages

**PERSONAL DETAILS:**

Date of Birth: 2-09-1993

Nationality: India

Visa Status: Employment Visa

Marital Status: Single

Languages Known: English, Hindi, and Malayalam

Location Preference: UAE

**Declaration**

I hereby declare that all the information given above is true to the best of my knowledge.