NASEEB

**LOGISTICS**

A dynamic individual with 2 years of experience established Aviation in UAE with be able to be highly flexible and innovative in order to achieve objectives, I am always eager to take new challenges as it grooms your personality and helps in professional and personal life. Always ready to provide achieve assistance and whole hearted support for achieving the organizational goals and objectives.

**E-mail:**

Nazeeb-390065@2freemail.com

EDUCATION

Academic Qualification

**2011-2013 Bachelor of commerce (university of Calicut)**

**2009-2010 Higher secondary education (Govt.of.kerala)**

**Additional Qualification**

* **PG Diploma in shipping & Logistics**
* **Dangerous goods regulations( category 3)**
* **IATA cargo introductory(diploma)**

**COMPUTER PROFICIENCY**

* Tally , peachtree, MS Excel ,MS Word
* Usage of Internet & E-mails.
* Typing speed up to 60-70 w.p.m

**SKILL & COMPETENCIES**

* Dynamic professional with 2 years of experience as a cargo assistant in airport.
* I am self-starter, highly motivated and team player
* Excellent communication and listening skills
* Strong analytical skills
* Excellent customer services skills
* Fast-leaner who works well without supervision
* Adaptable

***WORK EXPERIENCE***

**(EMIRATES GROUP)(03-FEB-17 TO 05-SEP-18)**

**Designation:** Cargo Assistant:- Worked as an out sourced staff in emiratesDNATA as Cargo Assistant at DXB & DWC airports in UAE .Responsible for cargo build up, break down ,segregation ,storage ,cargo acceptance and delivery, manifesting, airway bill checking ,Dangerous good handling and screening.

**Job responsibilities**

* Palatalizing cargo as per the contours for B747 series, B777 series, MD11 series and bulk load as per the load restrictions.
* Handling of special cargoes [DG/PER/HUM/AVI] within the IATA/Airport standards.
* Performing manual or automated data updating into relevant cargo system.
* Coordinating between airlines and shipping agents.
* Handling discrepancy and customer complaints and resolving it on priority.
* To prepare daily reports to the senior level management summarizing the number of shipment handled.
* Checking the documents which customers promoted like bill of entry, shipping document copies, invoices and declaration copies for gate pass delivery.
* Transferring cargo within the airport terminals.

**PROFESSIONAL TRAINING COMPLETED**

**Completed from Emirates Aviation College**

* Dangerous Goods Handling(DGR)
* Cargo Special Load and Ramp Handling(CSH)
* Cargo product knowledge and documentation (CPKD)
* Aviation Security (AVSEC)

**Conducted by Dnata**

* Ramp Safety Induction
* Aviation Security Awareness
* Dangerous Goods Training (Cat:8,9,3)
* Fundamentals of offloading/Loading Dead load

**Achievements: (successful internship certificate course)**

* Export & import procedure, preparation of invoice , master B/L & House B/L.

**DECLARATION**

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

*NASEEB*