ANZAL

**Email:** anzal-395830@gulfjobseeker.com

## OBJECTIVE

To work with an organization where, is a scope for self-improvement and knowledge enhancement which will provide an opportunity to exhibit the best of my ability and contribute towards organizational development.

## EDUCATIONAL QUALIFICATION

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| --- | --- | --- | --- |
| **Educational Qualifications** | **Institute** | **Year of passing** | **Percentage** |
| **DIPLOMA****(Airport Management)** | Aero cloud aviation, Coimbatore, Tamilnadu | 2018 | A grade |
| **DIPLOMA****(Logistics & supply chain management)** | Mithra Institute of management Studies, Tvm, Kerala | 2018 | A grade |
| **DIPLOMA****(Mechanical Engineering)** | Govt. Polytechnic college, Tvm, Kerala | 2016 | COURSE COMPLETED |
| **12th (Science)** | Govt hss Navaikulam, Tvm,kerala | 2013 | 60% |
| **10th** | K.T.C.T.E.M.R.H.S.SKaduvayil, Tvm,Kerala | 2011 | 90% |

**PROFESSIONAL EXPERIENCE**

Company : **SHIPPING AND LOGISTICS company**

Designation : Freight forwarding assistant Duration : Feb 2018 to Apr 2018

### JOB RESPONSIBILITIES:

* Manages all courier systems to prepare package address labels, invoices and other required documentation correctly, professionally within the prescribed timeline.
* Maintained all shipping machines, address databases and regularly kept information and programs updated.
* Implemented Quality Control procedures prior to shipping to make sure they are processed and transported according to specifications and without delay.
* Monitored inventory level requirements diligently and worked to ensure a minimum stock level for all materials are maintained.
* Trained and oriented new personnel in the proper operation of all courier systems.
* Managed all courier manifest reports and ensured these are properly organized.
* Maintained a record of all returned and damaged shipments and made sure appropriate claims are addressed.
* Prepared monthly metrics reports as required by the Logistics department.
* Updated current knowledge of customs and import/export shipping regulations; effectively cascaded changes to appropriate departments.
* Ensures that all specimens will be delivered in compliance with each country’s regulations and the courier’s specifications.

## SKILL SET

* Telephone Skills
* Typing
* Documentation Skills
* Excellent Verbal and Written Communication
* Dependability
* Highly organized

## PERSONAL QUALITIES

* An enthusiastic person who performs all office tasks to the highest standard and within given timescales.
* Excellent communication skills in written and verbal both.
* Expert in prioritizing the work.
* Good telephone manner and client interface skills.
* Ability to communicate freely and effectively
* Self-confident and good presentation
* Fast learning qualities & multi-tasking

## PERSONAL DETAILS

|  |  |
| --- | --- |
| **Languages Known** | English, Hindi & Malayalam |
| **Gender** | Male |
| **Date Of Birth** | 27 Dec 1994 |
| **Marital Status** | Single |
| **Nationality** | Indian |
| **Passport Number** | M7617514 |
| **Religion** | Islam |
| **Caste** | Muslim |
| **Visa Status** | 3 Month Visitor’s Visa |

**DECLARATION**

I do hereby declare that the information furnished above is true to the best of my knowledge. I bear the responsibility for the correctness of the above mentioned particulars.

### Place: Abu Dhabi ANZAL