**Personal Information**

Dubai,

United Arab Emirates

DOB: 29-05-1996

Nationality: Indian

Marital Status: Single

Email: majuhudeen-397410@gulfjobseeker.com

 **Visa type : visit visa**

**Core Competencies:**

Administrative/Staff

Management Operations

Analysis

Team Leader / Player

Team Performance

Expense Reporting

Accounts Receivables /

Payables

Logistics Management

**Education:**

Post Graduate in Logistics and Shipping from IIL Chennai, India 2019

Bachelor of computer application From Bharathidasan University Trichy India. 2017

**Area of Expertise:** Inventory Management Inventory Accounting Supply Chain Management Inventory control Sourcing New Suppliers Procurement Admin

**CURRICULUM VITAE**



**MAJUHUDEEN**

**Job Objective:**

Seeking a position as **Logistics Coordinator** with a reputed Organization & to achieve excellence in the logistics &supply chain management field, by constantly Taking up challenging assignments and continuously upgrade skills to keep peace with the rapidly Changing environment.

**Experience:**

Industry: Freight Forwarding and custom clearance

Position: Documentation

Period: (JAN-2019 – JAN-2020)

**Key Skills:**

* Maintaining and managing the Import, Export records & files.
* Thorough knowledge about Inventory, Material, Stock Distribution Managements.
* Proficient Knowledge of Dangerous Goods Handling.
* In charge of the day to day operation of the transport department.
* Managing / Supervising the drivers and vehicle for delivery.
* Has some Knowledge of Warehouse management.
* Customers queries handling through call, email and whatsapp.
* Maintaining of queries and Customers database.

**Certificate Courses:-**

Networking basic

Tally ERP 9.

**Computer Skills:**

Basic operating systems Proficiency in MS-OFFICE (Word,Excel, ,PowerPoint) Excellent command over mail communication. (Microsoft Outlook) Good Typewriting Skills.

**Professional Strength:**

Excellent communication and interpersonal skills. Ability to take the initiative in learning about new technologies and adding value to organization. Efficient and Effective team player.

Maintain positive attitude in the face of changes in work assignments.

Team coordination and group skills.

**Languages Known:**

* Tamil
* English
* Hindi(learning)
* Collecting & Recording customers feedback.
* Maintaining of customers Record details.
* Exceptional leadership and team building qualities in the training, mentoring, motivating and supervising of supply chain, logistics, transportation/warehousing.
* Maintaining and managing the Import, Export records & files.
* In charge of the day to day operation of the transport department
* Managing / Supervising the drivers and vehicle for prompt delivery

**Work Responsibilities:**

➢ Receive pre-alerts documents from the customer for inbound shipments and inform the Floor.

➢ In-charge in a timely manner, thereby enabling the effective allocation of warehouse space.

➢ Preparing PO based on expected shipment document.

➢ Prepare the Document for all outbound shipments, receive all documents and arrange for duties payable to enable the timely preparation of export bills by customs clearance.

➢ Department while adhering to company policies and procedures.

➢ Prepare and send necessary documents to internal Freight department or nominated forwarding agency where required in a timely manner. (If goods are not exported, arrange appropriate logistics for the delivery of goods to customers after the preparation of appropriate release documents).

➢ Assisting Transport department for Vehicle arrangement for shipment delivery day to day local deliveries.

➢ Ensure timely closure and submission of job files to Finance for Billing.

➢ Working closely with Freight Dept. to ensure timely arrivals and dispatches of expected cargo.

➢ Liaise with the customer, operations, and forwarders on the status of the shipments and constantly keep updating the customer update the progress.

➢ Performs all duties in accordance with approved safety procedures

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* Maintaining optimal stock levels to ensure timely availability of products.