

# Khaleel Mohideen

Chennai, Tamil Nadu

[writekhaleel@gmail.com](mailto:writekhaleel@gmail.com)

+91-8428994707

## Career Objective

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To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a Professional to grow while fulfilling Organizational goals.

## Work Experience

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### Operation Support Agent

FedEx Express - Chennai, Tamil Nadu September 2018 to Present

- Responsible for all India route performance (Departure & Arrival)
- Monitoring & Validation of route vehicle on time departure and arrival at destination
- Analysis on Vehicle utilization and Analysis on transportation cost
- MIS Report (Management Information Systems) sent to internal and external people on daily basis
- Monitor & supervising the operation activities of branch, ensuring that the work is done as per the organizational requirement
- High knowledge of paper works (i.e. forms, invoice, DC, and other forms) for forwarding shipments to various destinations
- Preparing the Load plan as per vehicle en-route and organize to load the vehicle
- Assisting dispatch level stages towards destination check, shipment handling and its security level
- Quality checking of shipments (proper invoice & permits as required by the state governments to transport the material and also preparation of our own waybill i.e. DWB)
- To ensure on time resolution of customer complaint

### Team Leader

KVL InfoTech - Chennai, Tamil Nadu September 2017 to July 2018

- Mainly into Develop Staff Providing Training, Coaching, Performance reviews
- Support Staff to Handle escalations, Provide answers and guidance to staff, Support agents to perform their job
- Acted as an Admin too in Leave approvals, Payroll information, Preparing Rosters, Approve transactions.

### Business Development Executive

Josh Technology Group - Chennai, Tamil Nadu September 2016 to May 2017

- Traveled to all around Tamilnadu, was the only person working for the company for Tamil Nadu region, maintaining good sales rate and achieved target on Time.
- Work with senior team members to identify and manage risks. Maintain fruitful relationships with clients and address their needs effectively. Research and identify new market opportunities. Prepare and deliver pitches to potential investors.

## Education

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**Bachelor's in Electronic and Communication** Chennai institute of technology - Chennai, Tamil Nadu August 2012 to May 2016 Passed out with an Aggregate Percentage of 7.42 out of 10

**Higher Secondary(12th Pass) in Computer Science** Government Boys Higher Secondary School - Chennai, Tamil Nadu June 2010 to March 2012 passed out with an Aggregate Percentage of 60%

### **Secondary(10th Pass) in General**

SRDF Vivekananda Vidyalaya - Chennai, Tamil Nadu May 2009 to March 2010 Passed out with an Aggregate Percentage of 6.2 out of 10.

## Skills / IT Skills

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- Microsoft Office
- Java
- C++

## Languages

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- English - Fluent
- Tamil - Expert

## Certifications and Licenses

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### **Certified Six Sigma Black Belt**

August 2021 to September 2021

Got Certified from Ministry of MSME Technology Development Center, Chennai as Six Sigma Black Belt holder.

### **Certified CFork 1 Operator**

July 2021 to Present

Got Certified as CFork 1 Operator from FedEx Learning Center

### **Dangerous Good Expert**

January 2021 to Present

Got Certified as a Dangerous Good Expert Instructor Level from FedEx Learning Center

## Personal Details

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- **Date of Birth:** 26-09-1994.
- **Age:** 27.
- **Marital Status:** Single.
- **Father's Name:** Mohideen Peer Kasaali S.
- **Nationality:** Indian
- **Language known:** Tamil, English.
- **Industry:** Accounting, Logistics, Sales, Supply Chain Management
- **Total years of experience:** 4
- **Passport:** M8917250.
- **ADHAAR CARD:**299612402703.
- **PAN CARD:** DJZPM4301M.

Khaleel Naina Mohammed M M S.