

# ABU THAHIR AR

## OPERATIONS EXECUTIVE

+966 567922533 | abuthahirr56@gmail.com | Jeddah, Saudi Arabia

### PROFESSIONAL SUMMARY

Results-driven Operations Executive with 8 years of comprehensive experience in airfreight operations, logistics coordination, and cargo management across international carriers including Business Zone Aviation, Saudi Arabian Logistics, and DHL Express. Expert in export shipment coordination, customs clearance, dangerous goods handling, and freight forwarding operations. Specialized in airline cargo procedures with IATA certification and proven track record in customer relationship management and operational efficiency.

### TECHNICAL SKILLS

- Warehouse Management Systems
- Logistics Software Platforms
- Customs Regulations and Documentation
- Microsoft Office suite
- Supply Chain Management
- Inventory Control Systems

### PROFESSIONAL EXPERIENCE

#### OPERATIONS EXECUTIVE

Business Zone Aviation | Jeddah, Saudi Arabia

Jun 2025 - Present

- Coordinate airfreight export shipments from origin to destination
- Prepare and verify Air Waybills (AWB), invoices, packing lists, and export declarations
- Liaise with airlines, ground handling agents, customs, and freight partners for bookings and tracking
- Ensure compliance with international trade regulations, IATA rules, and customs requirements
- Monitor shipment status and provide customer updates
- Handle customer inquiries and resolve documentation or shipment issues
- Arrange cargo pickup and consolidation from shippers
- Maintain accurate data entry in freight management systems and shipment records

#### CARGO OPERATIONS AGENT

SAUDI ARABIAN LOGISTICS (SAL), KKIA, | Riyadh, Saudi Arabia

Oct 2021 - Sep 2024

- Managed special handling shipment approvals and airline operations procedures
- Processed customs clearance documentation and maintained accurate records
- Handled dangerous goods (DGR) according to international safety regulations
- Customer service and relationship management
- Performed inventory management
- Administered daily cash box operations and created debit note invoices for clients
- Conducted weekly document closing and segregation procedures

#### OPERATIONS AGENT

DHL EXPRESS, | Bangalore, India

Nov 2017 - Sep 2021

- Coordinated shipment planning, routing, and scheduling for optimal delivery
- Processed customs clearance for international shipments
- Tracked inventory and stock movements for accurate reconciliation
- Implemented effective warehouse management practices
- Resolved customer inquiries through various communication channels
- Managed shipment sorting, loading, and unloading operations
- Handled dangerous goods shipments in compliance with regulations

EDUCATION AND CERTIFICATION

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Bachelor's Degree in Travel and Tourism Management  
Kannur University | Kerala, India | 2014 - 2017

IATA Passenger Ground Service Certification  
IATA Montreal | 2017

OPERATIONAL SKILLS

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- Customs Clearance
- Freight Forwarding
- Warehouse Operations
- Inventory Management
- Logistics Planning and Coordination
- Dangerous Goods Handling

LANGUAGES

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- English (Fluent)
- Arabic (Intermediate)
- Malayalam (Native)
- Hindi (Fluent)
- Tamil (Intermediate)
- Kannada (Basic)