

# AHAMED MEERA SAHIB.A

## Logistics And Operation Executive

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Location: Dubai

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### PROFILE SUMMARY

Motivated and detail-oriented Logistics Executive with 1 year of experience in logistics documentation and operations. Skilled in shipment coordination, warehouse support, and process documentation. Looking for an opportunity to contribute to an organization's supply chain efficiency and growth.

### PROFESSIONAL TRACKS

**Team Cargo Consolidation Pvt Ltd Company - India**                          **June 2024 – June 2025**

**Role**                          : Documentation and Operation Executive

**About Company**                  : Team Cargo Consolidation Pvt Ltd, India

Freight forwarding & cargo consolidation company offering import/export documentation, customs clearance, sea & air freight services. Known for efficient operations, coordination across multiple branches, and delivering timely logistics solutions.

### Roles and responsibilities

- Managed pre-alerts and followed up with agents to track freight arrivals.
- Received, reviewed, and processed inbound documentation for import shipments.
- Coordinated with freight forwarders, shipping lines, and internal teams for timely deliveries.
- Processed import/export documentation and ensured timely submission to customs authorities.
- Monitored stock movement and supported loading/unloading activities for timely dispatch.
- Provided updates to clients regarding shipment status.
- Coordinating daily logistics operations including shipment tracking, cargo movement, and warehouse support.
- Coordinating with transporters and drivers for smooth cargo delivery schedules.

### EDUCATION

#### Master of Business Administration in (HR & Operations Management)

PET Engineering College | Anna University | 2022 – 2024 | CGPA: 6.8.

#### Bachelor of Commerce (Finance)

Sadakathullah Appa College | M S University | 2019 – 2022 | CGPA: 7.24

## INTERNSHIP

**Study on Cargo Handling Process in Shipping and Logistics.**

**Right Logistics Pvt Ltd, Chennai | Mar – June (Individual Project).**

- Analyzed cargo handling operations and identified key challenges in documentation and shipment flow.
- Studied safety measures and compliance procedures in logistics operations.
- Evaluated customer service efficiency in handling special cargo requirements.
- Suggested improvements for operational efficiency in cargo handling and documentation processes.
- Gained practical exposure to supply chain coordination, shipment tracking.

## TECHNICAL SKILLS

- MS Office (Word, Excel, Outlook).
- E-Freight Software.
- Shipment Tracking.
- Import Documentation.
- Basic Knowledge of Incoterms & ERP Systems.

## KEY SKILLS & STRENGTHS

- Strong communication and coordination.
- Time management and multitasking.
- Willingness to learn and grow.
- Logistics & Supply Chain Operations.
- Container Freight Station (CFS) Operations.
- Shipment Coordination & Tracking.
- Documentation Accuracy & Record Keeping.

## LANGUAGE

- English
- Tamil

## PERSONAL DETAILS

|                       |  |
|-----------------------|--|
| <b>DOB</b>            | : 22.06.2001.                          |
| <b>Visa status</b>    | : Visit Visa (Valid Until 09.11.2025). |
| <b>Availability</b>   | : Immediate.                           |
| <b>Nationality</b>    | : Indian.                              |
| <b>Marital status</b> | : Single.                              |