

# MOHAMMAD HAFFIS HAJA

Logistics and Shipping  
Coordinator /  
Warehouse Management



- mohammedhaffis702@gmail.com
- 055 7475489
- Dubai, UAE
- 09/06/2001
- Indian
- Visit visa

## Skills

- > Understanding of supply chain management and logistics processes
- > Knowledge of shipping documentation (Bill of Lading, Invoice, etc.)
- > Proficient in inventory management systems
- > Basic knowledge of import/export regulations and customs clearance procedures
- > Strong organizational and time management skills
- > Proficient in MS Office Suite (Word, Excel, PowerPoint)
- > Excellent communication and problem-solving abilities
- > Strong organizational and multitasking abilities

## Languages

English	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Hindi	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Malayalam	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Tamil	<div><div></div><div></div><div></div><div></div><div></div><div></div></div>

## Profile

A motivated and detail-oriented person with a diploma in Shipping and Logistics, seeking a position as Logistics and Shipping Coordinator where I can utilize my knowledge of supply chain management, shipping operations, and documentation to contribute to organizational success.

## Professional Experience

**Intern, Karthas Shipping Solutions LLP**

Cochin Port, Kerala, India

- > Prepared shipping documents, including invoices and bills of lading
- > Warehouse Management

## Courses

**Professional Diploma in Shipping and Logistics**

## Certificates

- Certificate of Internship from Karthas Shipping Solutions LLP, Cochin Port
- Certificate course in Tally
- Achievement Certificate in English Access Microscholarship Program from U.S Embassy, New Delhi
- Microsoft Office

## Education

**Bachelor of Arts, Sikkim Professional University**

**Higher Secondary (Class XII), Government of Kerala**

## Declaration

I hereby declare that the information furnished above is true to the best of my knowledge