



Safwan Najeeb

✉️ safwannajeeb27@gmail.com

📞 0506818656

📍 Sharjah, UAE

linkedin.com/in/safwan-najeeb-05a6752b3

Objective

Passionate Logistics Coordinator eager to apply expertise in supply chain management, process optimisation and timely delivery to contribute to the success of a dynamic organization.

Education

Post Graduate Diploma In Logistics and Supply Chain Management

National Skill Development Corporation

2023/09 – 2024/06

Bachelor Of Commerce

Mahatma Gandhi University

2020/09 – 2023/03

Certificates

- IAAP Certification London UK (Logistics)
- Microsoft Office Specialist (Microsoft Excel)
- SAP (Material Management)
- National Skill Development Corporation (Logistics)

Software Exposure

- SAP MM
- ALL MS Applications
- ALL Windows Operating Systems

Skills

Analytical Skills | Adaptability |
Coordination | Communication |
Computer Literacy | Planning |
Inventory Analysis | Team Management

Languages

English | Malayalam | Hindi

Professional Experience

Import/Export Coordinator (2024)

REC Maritime Pvt Ltd - Kerala, India

- Successfully managed end-to-end shipment operations, ensuring timely delivery and cost-effective logistics solutions.
- Highly proficient in MS Excel (Certified) with strong analytical and data visualization skills, capable of analysing data to identify trends, improve decision-making, and enhance supply chain performance.
- Coordinated with transport providers to streamline the shipping process and reduce delays.
- Monitored the movement of consignments in real-time, ensuring accuracy in status updates and swift resolution of transit issues.
- Used tracking tools and software to provide detailed reports on shipment progress to stakeholders.
- Effectively communicated shipment status and updates to clients, fostering trust and transparency.
- Ensured records were audit-ready, contributing to improved organizational compliance.
- Prepared comprehensive shipping documentation, including invoices, packing lists, and customs declarations, adhering to regulatory standards.
- Reduced errors in documentation by implementing a meticulous review.

Sales Executive (2023-2024)

Methar Trading Company - Kerala, India

- Building and maintaining strong relationships with retailers, wholesalers, and B2B clients. Providing after-sales support and ensuring customer satisfaction.
- Managing order placements and ensuring timely delivery of products. Monitoring stock levels and coordinating with the supply chain team to avoid shortages.
- Negotiating pricing and terms with customers to secure profitable deal. Ensuring contracts and agreements align with company policies.
- Preparing regular sales reports and updating management on performance. Maintaining accurate records of customer interactions and transactions.
- Coordinating with internal teams, including logistics and finance, to streamline operations. Supporting team members in achieving collective goals.

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief