

# RESUME

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## NISHANTH NS

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Valid UAE Driving License



### **PROFILE STATEMENT:**

I am a Logistics operation specialist with more than three years of experience in Dubai. My role includes preparing key shipping and trading documents. I have a solid understanding of the logistics process including coordination of shipments, managing inventory and working with suppliers to ensure smooth operation. I'm now looking to bring my experience and commitment to a team where I can continue to grow and support efficient operations.

### **SKILLS:**

- Knowledge of Import & Export
- Knowledge of Shipping Ports
- Knowledge of Customs Clearance
- Knowledge of Incoterms
- International Shipping Coordination
- Finding Potential Suppliers
- Logistics Documentation
- MS Excel (Data entry and Tracking sheets)

### **WORK EXPERIENCE:**

#### **1. Logistics Operations Specialist at Minelco Trading Company L.L.C, Dubai (January 2022 – August 2025):**

- Prepared and managed key export documents including purchase orders, proforma invoices, packing lists, certificates of analysis, certificates of origin.
- Coordinated international shipments and worked closely with freight forwarders, shipping companies to ensure timely and compliant delivery.

- Maintained records related to import and export of inventories for auditing purposes.
- Checked and verified Bill of Lading for accuracy of shipment details.
- Verified invoices, prepared reports and supporting finance and sales teams with logistics related tasks.
- Ensured compliance with UAE trade regulations and export documentation standards.

## **EDUCATION:**

- Undergraduate – B.E Civil Engineering (2012 - 2015)
- Studied in CSI Institute of Technology, Thovalai, Tamil Nadu, India
- University: Anna University

## **PERSONAL INFORMATION:**

Date of birth	:	04.01.1994
Age	:	31
Sex	:	Male
Nationality	:	Indian
Visa Status	:	Cancelled

## **LANGUAGES KNOWN:**

- English, Tamil, Malayalam