

# MUHAMMED CV

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## EXPERIENCE

### Logistics Coordinator

#### REDTAG, GROUP OF BMA INTERNATIONAL FZE

07/2022 - till present

RETAIL INDUSTRY

DUBAI, UAE

#### JOB RESPONSIBILITIES

- Custom clearing of containers from port in Dubai trade portal
- Clearing 25 containers a day and achieving a target of weekly projection ie 2 millions
- Maintain accuracy of inbound/ outbound documentation (GRN, Stock transfers, ASN, Goods invoices).
- Coordinated with freight forwarders to expedite Shipments and ensure timely delivery of international shipments
- Coordinating with shipping lines and arranging delivery orders on time for clearance
- Mirsal 2 Documents (Invoice, packing list, delivery note & COC).
- Coordinate for inspection appointments for import and export shipments
- Handling and arranging the transport for Dubai stores
- Preparation of vehicle planning & export documentation (By Road)
- Ensuring the timely process and coordination with all internal parties

#### PRO

- Customs inspection work
- Track the original document.
- Original document submission to customs
- Bank related work

20-8-2021 — 20-10-2021

### WAREHOUSE PROFESSIONAL

“Internship at flipkart as warehouse professional, BANGALORE”

#### JOB RESPONSIBILITIES

- Ensuring effective and safe use of warehouse equipment
- Overseeing receiving, warehouse and distribution operations.
- Maintaining awareness and knowledge of condition and location of fleet vehicles.
- Assisting with deliveries where required.
- Maintaining documentation and keeping accurate records of warehouse activities.

DECEMBER 2021 - MARCH 2022

### ADVANTIS LOGISTICS

“As logistics co-ordinator, KOZHIKODE,KERALA”

#### JOB RESPONSIBILITIES

- Checks the quality and quantity of the products
- Set the E-way bill and LR (lorry receipt) for the location of delivery
- Assist in keeping parts department clean and orderly
- Record all customer transactions
- Update the LR after the delivery

- Verify receiving documents
- Perform routine housekeeping task to maintain the Wearhouse neat and tidy
- Perform any other task required by the manager

#### **EDUCATION**

**2020-2021 J2ANUARY**

**PG DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT – ADI INSTITUTE**

**2017 – 2020**

**B.A ENGLISH - CALICUT UN**

#### **COMPUTER SKILLS**

- **MICROSOFT OFFICE** (MS Excel MS Word & Power point)
- **ACCOUNTING SOFTWARE** (TALLY ERP)
- **SAP**
- **PHOTOSHOP** (Poster work, Business card design)
- Extensive knowledge of internet and computer.

#### **PERSONAL SKILL**

- Good verbal Communicative skills.
- Handling of cash
- Readiness to work hard
- Comprehensive problem solving abilities
- Hard working
- Interpersonal skill
- Independent decision making if required
- Good knowledge in computer
- Quick Learner of all software
- Fast Learner
- Work effectively as a part of team or individually

#### **PERSONAL DETAILS**

- |                         |  |
|-------------------------|--|
| • <b>Nationality</b>    | : Indian   |
| • <b>Gender</b>         | : Male   |
| • <b>Date of birth</b>  | : 21/03/1999   |
| • <b>Marital Status</b> | : Single   |
| • <b>Language Known</b> | : English (Speak, Read, Write and Type)<br>Malayalam (Speak, Read and Write)<br>Tamil, Hindi (Speak, Read and Write) |
| • <b>Passport No</b>    | : T 1235667  |
| • <b>Date of issue</b>  | : 01/02/2019   |
| • <b>Date of expiry</b> | : 31/01/2029   |
| • <b>UAE Licence No</b> | : 4508649  |

#### **INTERESTS**

- Travelling
- Reading books

#### **DECLARATION**

I here by declare that the information furnished above is true and best of my knowledge.

**PLACE :**

**DATE :**

**MUHAMMED CV**