

# RISHAD. K

MANAGEMENT TRAINEE, LOGISTICS TRAINEE

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## **PROFILE**

Seeking a challenging role in Logistics management where can leverage my expertise in inventory control, transportation . coordination, and process improvement to Contribute to the seamless flow of goods and services. Dedicated to driving cost saving minimizing lead times and delivering exceptional service levels in a dynamic logistics Environment

## **PROFESSIONAL EXPERIENCE**

### **FLG Shipping And LogisticsLLC,Dubai – Present**

#### **Documentation:**

- Submission Of Documentation (Airwaybill, Seawaybill, Customs Clearence,) Maintaining Of Good Realationships With Customers.
- Documents Submission To Dubai Customs.
- Requesting The Delivery Order Through Dubai Trade.

#### **Relocations:**

- Inventory Receiving, Picking, Packing, And Transporting.
- Measuring The Cbm Of The Cargoes.

#### **Customer Services Executive:**

- Receiving And Responding To Email Enquiries, Telemarketing, Customer Service.
- Maintaining A good Relationship To Make Customer Satisfied.

### **FRONTLINE LOGISTICS | MANAGEMET TRAINEE ,(MALAPPURAM, KERALA)**

**(11/24 – 02/25 )**

- Managed email enquiries from clients and suppliers
- Prepared, reviewed, managed logistics and shipping documentation
- Used Microsoft Office for reports , records , and data analysis (Word, Excel, PowerPoint)
- Sent company greetings to agents and direct customers, fostering
- Positive relationships and strengthening brand awareness.
- Engaged in network marketing, telemarketing, and agency marketing initiatives,
- Managed incoming email inquiries and ensured timely, professional responses
- Enhance customer satisfaction.
- Maintained up-to-date customer and supplier pricing, negotiating
- Competitive rates with agents to optimize profitability.
- Coordinated marketing, operations, agent communication, and customer service
- Handled booking confirmations, pricing negotiations, and ensured
- Accurate communication across all relevant departments.
- Reports, and cargo manifests, to ensure compliance with logistics regulations
- Managed customer and agent relationships,ensuringcommunication and service

## **EDUCATION**

- INTERNATIONAL DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT | CILT UK ( LEVEL-5)
- NSDC CERTIFICATION OF LOGISTICS AND SUPPLY CHAIN MANAGEMENT
- BACHELOR OF BUSINESS ADMINISTRATION | BBA | NAM COLLEGE KALLIKANDY | KANNUR UNIVERSITY

## **PROFESSIONAL SKILLS:**

- Customer service
- Communication
- Team work
- Leadership
- Problem Solving
- Microsoft Skills

## **CERTIFICATIONS:**

- BACHELOR OF BUISNESS ADMINISTRATION | KANNUR UNIVERSITY.
- DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT (LEVEL-5) | CILT UK.
- NSDC CERTIFICATION IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT.
- INFINITE POSSIBILTIES CERTIFICATION

## **LANGUAGE:**

- English
- Hindi
- Malayalam

## **PERSONAL DETAILS:**

- PASSPORT NO: T8528665
- VISA STATUS: VISITING VISA
- MARTIAL STATUS: SINGLE