

AHAMED MEERA SAHIB.A

Logistics And Operation Coordinator

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Location: Dubai

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PROFILE SUMMARY

Motivated and detail-oriented Logistics Coordinator with 1 year of experience in logistics documentation and operations. Skilled in shipment coordination, warehouse support, and process documentation. Looking for an opportunity to contribute to an organization's supply chain efficiency and growth. Currently in Dubai on Visit Visa and looking for an immediate opportunity.

PROFESSIONAL EXPERIENCE

Team Cargo Consolidation Pvt Ltd Company - India

June 2024 – July 2025

Role: Documentation and Operation Coordinator.

Roles and responsibilities:

- Coordinated daily logistics operations including shipment planning, dispatch, vehicle allocation, and route follow-up.
- Prepared logistics documents, maintained delivery records, and improved on-time delivery performance through effective communication and follow-up.
- Received, reviewed, and processed inbound documentation for import shipments.
- Coordinated with freight forwarders, shipping lines, and internal teams for timely deliveries.
- Processed import/export documentation and ensured timely submission to customs authorities.
- Monitored stock movement and supported loading/unloading activities for timely dispatch and Maintained shipment records and daily logistics reports using MS Excel.
- Provided updates to clients regarding shipment status.
- Coordinating daily logistics operations including shipment tracking, cargo movement, and warehouse support.

EDUCATION

Master of Business Administration in (HR and Operation Management)

Anna University | 2022 – 2024 | CGPA: 6.8.

Bachelor of Commerce (Finance)

MS University | 2019 – 2022 | CGPA: 7.24.

INTERNSHIP

Study on Cargo Handling Process in Shipping and Logistics.

Right Logistics Pvt Ltd, Chennai | Mar – June (Individual Project).

- Analyzed cargo handling operations and identified key challenges in documentation and shipment flow.
- Studied safety measures and compliance procedures in logistics operations.
- Evaluated customer service efficiency in handling special cargo requirements.
- Suggested improvements for operational efficiency in cargo handling and documentation processes.
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TECHNICAL SKILLS

- MS Office (Word, Excel, Outlook).
- E-Freight Software.
- Shipment Tracking System.
- Email Communication with Clients & Suppliers.
- Basic Knowledge of Incoterms & ERP Systems.

KEY SKILLS & STRENGTH

- Strong communication and coordination.
- Willingness to learn and grow.
- Logistics Coordination & Scheduling.
- Dispatch & Transport Coordination.
- Shipment Coordination & Tracking.
- Documentation, Accuracy, & Record Keeping.
- Logistics Reporting (Excel).

LANGUAGE

- English
- Tamil

PERSONAL DETAILS

DOB : 22/06/2001.
Visa Status : Visit Visa (Valid Until 09/11/2025).
Availability : Immediate.
Nationality : Indian.
Marital Status : Single.