

RIZWAN NAZEE

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OBJECTIVE

A motivated and detail-oriented logistics professional with hands-on experience in clearing and freight forwarding. Seeking an opportunity to leverage my expertise in supply chain management, problem-solving skills, and commercial awareness to contribute to a dynamic logistics team. Passionate about optimizing operations and ensuring efficient cargo movement in compliance with international trade regulations.

PROFESSIONAL EXPERIENCE

S S LOGISTICS

2024

Trainee in Courier Services

Accomplishments:

- Assisted in sorting, packaging, and dispatching parcels for timely deliveries.
- Coordinated with delivery personnel to track shipments and ensure accurate deliveries.
- Handled customer inquiries regarding shipment status, delivery schedules, and service issues.
- Maintained records of shipments, delivery confirmations, and returned packages.
- Ensured proper handling of fragile and high-value parcels to prevent damage during transit.
- Assisted in route planning and optimizing delivery schedules for efficiency.
- Followed safety and operational procedures to comply with company and regulatory standards.
- Provided support in warehouse operations, including inventory management and stock organization.

AIWA Shipping and Logistics Cochin

2023

Trainee in Clearing and Freight Forwarding

Accomplishments:

- Assisted in processing import and export documentation, ensuring compliance with customs regulations and international shipping laws.
- Coordinated with customs officials, freight carriers, and clients to facilitate smooth clearance and timely delivery of shipments.
- Monitored shipment status, prepared tracking reports, and updated stakeholders on cargo movement.
- Supported the preparation of invoices, bills of lading, and other shipping-related documents.
- Gained hands-on experience in freight negotiations, tariff classifications, and duty calculations.
- Ensured accurate data entry and record-keeping for shipment files, customs declarations, and other regulatory requirements.
- Assisted in resolving shipment delays, customs queries, and other logistical challenges.

EDUCATION

Pondicherry Central University

2022-24

Masters in Business Administration Specialization in Logistics and Supply Chain management

M E S Asmabi Collage Vemballur

2018-21

Under Graduate in Bvoc in Department of Logistics Management

SKILLS

TECHNICAL SKILL

- Proficient in MS Word and Powerpoint
- Experienced in using office equipments
- Knowledgeable in Windows OS
- SAP Material Management

INTERPERSONAL SKILL

- Effective communication and active listening
- Strong public relations and customer service abilities
- Excellent time management and Problem solving skills

LANGUAGES

- English
- Malayalam

- Hindi
- Tamil

DECLARATION

I hereby certify that all the information provided above is true and correct to the best of my knowledge and abilities.