

# MUHAMMED MISHAB



## PROFESSIONAL SUMMARY

Proactive and organized BBA graduate with strong analytical and problem-solving skills. Seeking a position where I can use my skills to - improve efficiency and productivity.

## WORK EXPERIENCE

### **Operations Coordinator** (Sep 2022 - Present)

#### **Elya International Gate Clearance** - Diraz, Bahrain

- Maintain the tracking sheet of all sea, causeway, air shipments.
- Verify the documents and enter to OFOQ before the commencement of all shipments.
- Get the approval from respective ministries before the arrival of shipments.
- Coordinate with shipping lines for the smooth flow of operations.
- Finding the requirements of customers and arrange them with necessary transport like cranes, forklift for loading and unloading their cargo.
- Deliver the shipments within the allotted period and ensure that no demurrage occurs.
- Prepare invoices for each shipment once clearance is completed.
- Arrange documents to customs for the clearance.
- Prepare statements of clearance and share to respective consignees.
- Provide customer quotes and introduce our business.
- Prioritize shipments like Reefer and DG.
- Maintain accurate replenishment data and make appropriate requests to ensure that causeway shipments function smoothly.
- Arrange labor and provide to customers as needed.
- coordinate with transporter for each shipments.
- Provide and verify the HS code when the customer requests it
- Book the containers for the suitable date and deliver accordingly.

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Budaiya, Kingdom of Bahrain

## PERSONAL SKILLS

- Problem-Solving
- Management Skills
- Communication Skills
- Attention to detail
- Multi-tasking

## EDUCATION

**Bachelor of Business Administration**  
**University of Calicut** 2016-2019

**Computerized Financial Accounting**  
**Tally - TASC 2019**

**Higher Secondary Education**  
**Board of Higher education kerala - 2016**

## LANGUAGE

English  
Malayalam  
Hindi

## Customer Service Executive (JUNE 2021 - JULY 2022)

### Go Study Ed tech Pvt.ltd - Kochi, India

- Answering phone calls and responding to emails from clients.
- Schedule appointments and manage calendars.
- Assist students based on their preferences.
- Advise suitable options to students based on their qualification.
- Keep accurate records of the clients and update regularly.
- Make normal leads to prospective by introducing the benefits of studying in abroad.
- Providing administrative support to other staff members.
- Prepare monthly MIS reports and evaluate accordingly.
- Update daily footer records of the students and maintain regularly.
- Prepares notice, memo, warning letter, and all employee related activities of the firm.
- Assist students throughout the process and make sure the student has got clear idea about the abroad study process.

## CERTIFICATIONS

- Work of employment certificate
- Fundamental of Digital Marketing - Google
- Arabic typing skill earned certificate.
- Computerized Financial Accounting

## DECLARATION

I hereby declare that the information contained in this resume are true to the best of my knowledge.

Thank You,  
MUHAMMED MISHAB

## SOFTWARE SKILLS

- MS Word
- MS Excel
- MS Powerpoint
- OFOQ
- TALLY
- TRELLO

## PERSONAL DETAILS

- DOB - 01/06/1999
- Gender - Male
- Visa Status - Work Visa
- Marital Status - Single
- Valid Bahrain Driving license Number - 990632733.