



# MUHAMMAD NISHAD

## LOGISTICS EXECUTIVE

Logistics Executive with hands on experience in marketing, customer service, logistics coordination and documentation, seeking a challenging position within a reputable organization, with the goal of expanding my learning, knowledge and skills



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## VISA STATUS

VISITING VISA

## SKILLS

- Inventory Management
- Data Analysis
- Customer Service
- Operations
- Supply Chain Management
- Documentation
- MS Office suites
- Tally prime
- Social Media Marketing
- Client relationship management
- Communication
- Vendor relation
- Procurement

## LANGUAGE

English

Full Professional Proficiency

Hindi

Professional Working Proficiency

Tamil

Professional Working Proficiency

Malayalam

Full Professional Proficiency

Arabic

Professional Working Proficiency

## WORK EXPERIENCE

### Business Development and Operation executive.

#### Frontline Logistics India (Freight connect solution).

07/2023 - 08/2024,

INDIA

##### Achievements/Tasks

- Marketing - Tele Marketing, Agency Marketing, and Network Marketing collaborated with third-party freight forwarders.
- Operations - Job opening, routing orders, prepared required import-export container documents, pricing; prepared and processed delivery orders, negotiated freight rates, customer service.
- Relocation - Marketing, booking sea and air freights, communicating with clients, ensuring business, documentation.
- NVOCC - Coordinate with our contracted vendors, preparation of E.O, document submission like Micro clear at Kuwait, import general Manifest at Iraq.
- CIS - Marketing, Operations and documentation.
- LCL - Marketing, obtain all available LCL pickup information and arrange delivery, connecting the shipping line to know the charges, NOC, Documentation.
- Submission of Documents. (Bill of Lading, Air Way Bill, Cargo Manifest)

### Marketing and Business Development Executive.

#### Sunlife Property Management Company, Kerala, India.

05/2022 - 06/2023,

INDIA

##### Achievements/Tasks

- Generated new leads and increased sales with promotions.
- Created and managed social media campaigns to increase brand engagement.
- Conducted market research to identify new opportunities and target customers.
- Client management: skilled in client management, I ensure regular coordination and smooth interaction to build and maintain strong, lasting relationships with key stakeholders.
- Identified issues, analyzed information and provided solutions to problems.
- Managed time efficiently in order to complete all tasks within deadlines.
- Gained strong leadership skills by managing projects from start to finish.
- Continually maintained and improved company's reputation and positive image in markets served.
- Coordinating inspection: Facilitate and manage regular internal and external audit or inspections. ensure compliance with industry regulation and internal policies.

## CERTIFICATES

- CILT Certification in logistics and SCM
- Tally prime
- Microsoft excel.
- NACTET Certification in certification in logistics and SCM
- International PG diploma in logistics and shipping.

## EDUCATION

### B.COM

#### CALICUT UNIVERSITY

06/2018 - 04/2021

### LOGISTICS AND SCM

#### FRONTLINE ACADEMY

06/2023 - 06/2024,