

S. ABDUL RAHMAN

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Dubai, United Arab Emirates



## **PROFILE**

To enhance my professional skills, capabilities, and knowledge in an organization that recognizes the value of hard work and trusts me with responsibilities and challenges.

## **WORK EXPERIENCE**

### **Import and Export Coordinator at Affreighter Logistics, INDIA**

26/12/2023 - 30/09/2024

#### **DUTIES AND RESPONSIBILITIES**

- Responsible for all Import and export shipments by sea and road.
- Preparing all import and export shipping documents.
- Coordinating with the shipping line for arrival and tracking of shipments.
- Drafting shipping bills and bills of entry through ICEGATE for customs clearance.
- Preparation of exports and imports statements.
- Extracting circulars, and public notices from DGFT on the customs website.
- Follow up with LCL co-loaders for the shipping of LCL Shipments.
- Supporting the accounts team in clearing the documents on time.

### **SENIOR ASSISTANT at FLIPKART, INDIA**

15/09/2023 - 30/10/2023

#### **DUTIES AND RESPONSIBILITIES**

- Packing
- Picking
- Product verification
- Stock auditing
- Helping senior officers
- Transferring goods
- Putting goods in their proper places
- Checking inventory issues

## **EDUCATION**

### **MASTER OF BUSINESS ADMINISTRATION (SHIPPING AND LOGISTICS)**

Karpagam College of Engineering (Anna University), Coimbatore

2022-2024

### **BACHELOR OF COMMERCE**

Jamal Mohamed College, Tiruchirappalli

2019 – 2022

## **SKILLS**

- Computer Literacy
- Transport Management
- Order Management
- Inventory Management
- Packing
- Quality Control
- Shipping & Receiving
- Unloading

## **INTEREST**

- Shipping & Logistics
- Supply chain
- Warehouse

## **PERSONAL INFORMATION:**

DATE OF BIRTH : 16/09/2001

FATHER NAME : SHAHUL HAMEED M

NATIONALITY : INDIAN

PASSPORT NO : W9063190

LANGUAGES KNOWN : ENGLISH, TAMIL

VISA STATUS : VISIT VISA

## **DECLARATION**

I hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

