

# KHAVEER IYAZ S

## Logistics Executive



### ABOUT ME

Motivated and detail-oriented professional with strong skills in cargo receiving, online shopping operations, and inventory coordination. Skilled in handling shipments, verifying documentation, and ensuring smooth workflow in receiving processes. Quick learner with excellent organizational and teamwork abilities, eager to contribute to efficient logistics and e-commerce operations.

### EDUCATION

**Bachelor of Commerce in Logistics** 2020 – 2023  
East Point Group of Institutions

### EXPERIENCE

**Logistics Executive** march 2025 - Present  
All Cargos , Bengaluru  
• Flipkart  
• Amazon  
• Decathlon

**Sales Executive** 2023 - 2024  
Maruthi Suzuki Showroom, Bengaluru

### GENERAL DUTIES AND RESPONSIBILITIES

- Coordinating and monitoring the movement, storage, and distribution of goods.
- Receiving, inspecting, and verifying shipments against invoices and purchase orders.
- Managing inventory levels, stock records, and warehouse organization.
- Ensuring timely delivery of goods to customers, stores, or business units.
- Preparing and maintaining accurate shipping, receiving, and delivery documentation.

### SKILLS

- Computer Knowledge
- Microsoft Knowledge (Words, PowerPoint, Excel)
- Management Skills
- Creativity
- Negotiation
- Critical Thinking
- Leadership
- Negotiation
- Communication
- Teamwork
- Organization
- Time-management
- Adaptability
- Problem-solving
- Planning
- Accuracy
- Coordination

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- Liaising with suppliers, transporters, and internal departments for smooth operations.
- Tracking shipments and resolving delivery or receiving issues.
- Following safety, quality, and compliance regulations in handling goods.
- Supporting team efficiency by organizing workflow and meeting deadlines.
- Using logistics software or systems (WMS, Excel) to update and track records.

## LANGUAGES

### KNOWN

- English
- Hindi
- Urdu
- Telugu
- Kannada
- Tamil

## PERSONAL DETAILS

Date of Birth - 29/01/2003

Nationality - Indian

Currently Residing - Dubai

Visa - Visit Visa

**More Details will be available upon request.**