



MUHAMMED HAFIS

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Professional Summary

Offering strong candidate with background in logistics and keen ability to adapt quickly in fast-paced environments. Knowledgeable about coordinating shipments, managing inventories, and ensuring smooth supply chain operations. Ready to use and develop organizational, communication, and problem-solving skills in Logistics management.

Work History

11/2023 - 11/2024

Logistics intern

FLG Shipping &Logistics, Malappuram, India

- Managed 100+ email enquiries from clients and suppliers
- Prepared, reviewed, and managed logistics and shipping documentations like Certificate of origin, Proforma Invoice, Commercial invoice, etc.
- Conducted pricing analysis and prepared competitive quotes
- Used Microsoft Office for reports, records, and data analysis (Word, Excel, PowerPoint)
- Negotiated and obtained competitive rates from shipping lines and airlines, aligning with budget and service requirements.
- Enhanced communication within the team by creating effective reporting procedures.
- Prepared and reviewed 50+ essential documents, including MBL, HBL, MAWL and Cargo manifest, ensuring compliance with industry standards and regulatory requirements.

Skills

Communication
Problem-solving
Attention to Details
Adaptability
Inventory Management

Data Analysis
Risk Management
Vendor and Supplier Coordination
Logistics coordination

Education

- 08/2024 - **NSDC(National Skill Development Corporation), Skill development, National skill support, Delhi/India**
- 11/2024 - **Bachelor of Business Administration, Finance, Calicut university, Malappuram/India**
- 06/2021 - **International PG Diploma, Logistics & Supply chain - Management issued by CILT (UK) Level 5, Frontline Logistics Academy, Malappuram/India**

Certifications

- CILT (UK) Chartered Institute of Logistics & Transport - LEVEL 5
- NSDC(National Skill Development Corporation).
- Bachelors of Business Administration, Specialized in Finance

Languages	English Malayalam Tamil Hindi
Personal Details	Date of Birth / Age: 06/07/2002 Nationality: Indian
	Marital Status: Single Visa Status: Visiting visa
	Passport: W1919743
Accomplishments	<ul style="list-style-type: none">• International PG Diploma in Logistics & Supply chain• Management issued by CILT (UK) LEVEL 5 2023-2024• NSDC (National Skill Development Corporation)• University of Calicut Bachelor of business administration 2024• NSS (National Service Scheme) Volunteer
