



CONTACT ME

+971 0561179458

mohamednatheer9944@gmail.com

Sharjah, UAE.

KEY SKILLS

- Operations Management
- Logistics Coordination
- Customer Service
- Pricing Coordination
- Import Shipment Tracking
- Relationship Building
- Cross-functional Collaboration
- Continuous Improvement Initiatives
- Budgeting and Cost Control
- Problem-solving and Decision-making
- Communication Skills

TECHNICAL SKILLS

- MS Office
- Documentation Management
- Cargo Movement Monitoring
- Data Analysis and Reporting
- International Logistics Operations
- Shipping Coordination
- DSR Report Maintenance
- Stakeholder Liaison

MOHAMED NATHEER J

Logistics Coordinator

ABOUT ME

A dynamic and motivated professional holding a Postgraduate **Diploma in International Logistics** with a robust background in **Business Administration**. Experienced in customer service and pricing coordination within the **logistics sector**. Proficient in **MS Excel, including VLOOKUP and Pivot Tables**, adept at building relationships, solving problems, and managing time effectively. Demonstrated capability in liaising with agents, customers, and international stakeholders to facilitate seamless cargo movement and sailing confirmations. A self-driven team player with exceptional verbal and written communication skills in English and Tamil. Aspiring to apply academic accomplishments and practical expertise to enhance organizational development and achievement.

EXPERIENCE

Customer service & Pricing Executive | Duration : Apr 2023 - Apr 2024

MP Consol, Chennai, Tamil Nadu.

- Coordinating with agents to track the status of import shipments.
- Liaising with customers to provide updates on cargo movement.
- Notifying customers and overseas parties of sailing confirmations and updating them with tracking details.

EDUCATION

PG Diploma In International Logistics | 2023

Business school of Logistics and Shipping, Chennai.

Bachelor of Business Administration | 2022

Syed Hameedha Arts And Science College, Keelakarai.

Higher Secondary School Certificate | 2019

BUKHARIYA Matric Higher Secondary School, Devipattinam.

Secondary School Leaving Certificate | 2017

Syed Ammal Matriculation Higher Secondary School, Ramanathapuram.

PERSONAL DETAILS

Date of Birth : 26th February 2001
Nationality : Indian
Passport Number : Y7181913
Marital Status : Unmarried
Languages Known : English & Tamil
Address : Flat No 1207, Althuraiyah Building,
Al Bu Daniq, Abu shagara, Sharjah, UAE.

ROLES AND RESPONSIBILITIES

- Coordinating and supervising the transportation of goods from suppliers to customers or warehouses.
- Managing and optimizing logistics operations to guarantee the efficient and punctual delivery of shipments.
- Tracking and monitoring the movement of goods, and communicating updates to relevant stakeholders.
- Engaging with carriers, freight forwarders, and customs agents to facilitate seamless shipment transit.
- Addressing and resolving supply chain issues promptly to minimize disruptions.
- Maintaining precise records of inventory, shipments, and transportation activities.
- Collaborating with internal departments like procurement, sales, and warehousing to streamline logistics procedures.
- Implementing cost-efficient strategies to enhance transportation and logistics cost-effectiveness.
- Ensuring adherence to shipping regulations and documentation prerequisites.
- Handling customer inquiries, complaints, and service-related requests professionally.
- Coordinating with agents to track import shipment progress and updating customers accordingly.
- Providing customers with regular updates on cargo movement status and addressing any concerns.
- Confirming sailing arrangements and sharing tracking information with customers and international parties.
- Initiating rate inquiries with carriers, co-loaders, and agents to secure competitive shipping rates.
- Following up with customers to verify shipment particulars and ensure smooth processing.
- Monitoring shipment progress and offering timely updates to customers.
- Maintaining and updating the Daily Sales Report (DSR) to monitor pricing and sales performance.
- Coordinating with shippers and international counterparts to confirm Bill of Lading (BL) details.
- Working closely with the documentation team to ensure prompt completion of Import General Manifest (IGM) filing and associated paperwork.