

MOHAMMED ROSHAN

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Dubai



Personal Details

Gender : Male
Date of Birth : 14/06/2001
Marital Status : Single
Date of Expiry : 06/07/2025
Nationality : Indian

A Position, which offers high level of challenge, responsibility and the opportunity for continued career growth. Keen to secure a position where I can utilize my knowledge, skill and to perform to the best of my abilities.

Skills

- *MS OFFICE (Power point, Word ,Excel)*
- *Knowledgeable and able to communicate in English, Malayalam, Tamil, Hindi*
- *Adaptable and flexible*
- *Team Player*
- *Import / Export Shipments*
- *Clearance and Customs Formalities*
- *L/C Documentation*
- *Co-ordination Skills*
- *Control and coordinate work place environment*

Educational Qualification

- *International Diploma In Erp Using Sap Enbridge Training Campus Kerala, India 2024*
- *International Diploma In Ms Office Under Enbridge Training Campus Kerala, India 2024*
- *International Diploma in Logistics and Shipping Frontline Logistics Kerala,India ,2023*

Training and Experience

➤ Suzuki Indus Motors Kochi, India

- *Prepared and edited correspondence, reports, and presentations to support management system .*
- *Developed and implemented new administrative systems, improving efficiency and productivity across the team. Managed confidential information with discretion, upholding data protection standards.*
- *Implemented filing system upgrades, transitioning to electronic management to enhance the employee skill and work timing.*
- *Control and coordinate the workers to perform various task according to the plan for achieving the target of the day .*
- *Making gate approvals for the drivers to enter and exit the free zone , by considering all the policies.*
- *Do problem solving regarding the shipments to ensure the customers satisfaction and product quality and also implement strategies to improve the workplace environment for the workers.*

➤ Operation and Marketing Assistant Frontline Logistics / Eramangalam,

Kerala, India

- *Supported with the day-to-day management of the logistical processes, such as order processing, shipment tracking, and inventory management.*
- *Preparation of commercial invoices, packing lists, and other documents .*
- *Ensure excellent customer service to the customer on their demand and follow up at future.*

Declaration

I hereby certify that the above information is true and correct according to the best of my knowledge and my experience. If selected I assure that I would perform to the best of my abilities.