



Shuaib T A

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Profile

Detail-oriented logistics and shipping professional with a **PG Diploma in Logistics and Shipping Management (CILT-UK certified)** and proven experience in **freight forwarding, sales coordination, and NVOCC operations**. Equipped with a strong foundation in client communication and operational support, with a growing interest in **documentation and regulatory compliance**. Seeking to transition into a documentation-focused role to further strengthen operational knowledge and build a long-term career in **international logistics and shipping**.

Work Experience

12/2024 – 05/2025
India

Sales and Marketing Executive | Sea Hawk Lines Pvt Ltd Coimbatore

- Managing international and domestic shipments under NVOCC operations, ensuring smooth cargo movement
- Coordinating with operations and documentation teams to maintain accuracy and compliance.
- Handling client communication, freight negotiation, and service follow-ups.
- Preparing accurate shipping documents and ensuring adherence to global trade regulations.
- Developing sales strategies, retaining clients, and driving business growth in freight forwarding.

12/2022 – 01/2023
India

Customer Service Intern | Max Fashion

- Delivered prompt and courteous service, ensuring a positive shopping experience and high customer satisfaction.
- Assisted in daily store operations, including billing, stock replenishment, and visual merchandising.
- Monitored inventory levels and supported stock audits to maintain inventory accuracy and minimize shrinkage.
- Contributed to sales promotions by engaging customers and promoting offers, resulting in improved sales performance.

04/2020 – 08/2020
India

Warehouse Manager | Crayons Unifab

- Supervised end-to-end warehouse operations, ensuring timely order processing, inventory accuracy, and streamlined dispatch workflows.
- Implemented process improvements that boosted fulfillment speed and reduced stock discrepancies by enhancing stock rotation and shelf-life tracking.
- Coordinated logistics schedules and workforce planning to meet operational targets and improve service levels.
- Ensured compliance with safety standards and optimized space utilization for effective inventory management.

Education

- **PG Diploma in Logistics & Shipping Management** | School of Logistics Management and Technology (CILT-UK Certified) | Jun 2023 – Aug 2024
- **Bachelor of Business Administration (BBA)** | Amal College of Advanced Studies, Nilambur – Calicut University | Jun 2020 – Mar 2023

Key Competencies & Skills

- **Export & Import Documentation** – Proficient in preparing commercial invoices, packing lists, and certificates of origin for global shipments.
- **NVOCC Operations & Freight Forwarding** – Hands-on experience in managing full container load (FCL) and less than container load (LCL) operations.
- **Shipment Tracking & Customs Compliance** – Skilled in real-time shipment monitoring and ensuring compliance with international trade laws and customs procedures.
- **International Logistics Coordination** – Effective coordination between carriers, warehouses, and clients to ensure timely cargo movement and delivery.
- **SAP | MS Office** – Technically proficient in logistics software and tools for documentation, tracking, and reporting
- **Client Communication & Freight Negotiation** – Strong ability to manage client expectations, build long-term relationships, and secure competitive freight rates.
- **Trade Regulations & Shipping Documentation** – Well-versed in INCOTERMS, HS Codes, and country-specific trade requirements.
- **Inventory & Warehouse Management** – Experience in stock control, FIFO/LIFO methods, and optimizing warehouse workflows for accuracy and speed.
- **Sales Strategy & Business Development** – Developed and implemented strategies to expand client base and drive revenue in the logistics sector.

Certifications

- Air Cargo Operations and Dangerous Goods Handling – STED
- Office Automation (MS Excel)
- A Study on Freight Forwarding Management
- A Study on Visual Merchandising in Retail

Internship Experience

Logistics Trainee | Appolo Interglobal Logistics | Nov 1, 2024 – Nov 30, 2024

- Managed end-to-end international shipment handling, including real-time tracking and document processing.
- Supported customs clearance procedures and ensured regulatory compliance.

Customer Service Intern | Max Fashion | Dec 2022 – Jan 2023

- Ensured inventory accuracy, improved customer service standards, and contributed to promotional success.

Personal Details

- **Date of Birth:** 25/02/2002
- **Passport No:** C1412863
- **Driving Licence:** Valid

Languages

English | Malayalam | Hindi | Arabic | Tamil