

# MUHAMMED ANAS NAJEEB

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Logistics Coordinator

Mecca 2 Al salalah street ummul quwain

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## Professional Summary

Dedicated and versatile professional with over 3 years of experience in logistics coordination, food & beverage service, and front desk operations. Skilled in managing guest services, coordinating logistics, and delivering exceptional customer support in hospitality settings. Proficient in multitasking, problem-solving, and creating positive experiences in fast-paced environments. Strong communication and organizational skills.

## Skills

- Creativity, Adaptability, Critical Thinking, Problem Solving
- Attention to Detail, Teamwork, Organization, Customer Focus
- Communication Skills, Time Management

## Work Experience

### Logistics Coordinator | SATS Air Freight Terminal, Singapore

Apr 2024 – Oct 2024

- Coordinated logistics operations, ensuring timely handling and movement of goods.
- Prepared and managed import/export documents, ensuring compliance with regulations.
- Collaborated with customs partners for clearance and regulatory compliance.
- Tracked shipments and provided updates to customers.
- Delivered high-quality customer service, addressing inquiries and resolving issues.
- Managed logistics scheduling and documentation.

### F&B Service Associate | Oyster Opera Resort, Kerala, India

2023

- Delivered food and beverage service while ensuring guest satisfaction.
- Assisted with menu selections and provided personalized recommendations.

- Maintained dining area cleanliness and coordinated with kitchen/bar staff.
- Resolved guest complaints and processed orders and payments accurately.

#### **Front Desk Officer | Saptha Resort and Spa, Kerala, India**

2022

- Managed guest check-ins/out and maintained guest records.
- Provided information on amenities and local attractions.
- Addressed guest complaints and coordinated with other departments to ensure service.

#### **Education**

##### **Bachelor of Business Administration in Travel and Tourism**

Kannur University | 2020 – 2023

##### **Diploma in Logistics and Supply Chain Management**

STEI Institute, Singapore | 2024

#### **Computer Proficiency**

- MS Word, Basic Computer Operation, Internet & Email

#### **Languages Known**

- English: Proficient/Fluent (C2)
- Hindi: Proficient/Fluent (C2)
- Malayalam: Native
- Tamil: Proficient/Fluent (B1)