MUHAMMED FAHIR

Logistics Assistant

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🔗 https://www.linkedin.com/in/muhammed-fahir-vk-43124421b   📍 Dubai

EXPERIENCE

Logistics Assistant

Dhl supply chain chennai   📅 06/2022 - 07/2024   📍 Tamilnadu

- Oversaw daily inbound, outbound, and return transactions, ensuring precision and efficiency.
- Collaborated with Dell iteams for timelyWIP closures, maintaining optimal workflow and productivity.
- Efficiently processed outbound orders, emergency orders (2hrs, 4hrs, NFO, NBD, STO), and special requests.
- Handled RMA orders including CD11, IC01, OR01, IE01, QT21, ensuring accuracy and compliance.
- Generated e-waybills, SAP invoices, and managed invoice reconciliation to ensure financial accuracy.
- Ensured timely order processing and delivery within service level TAT, meeting customer expectations.
- Conducted weekly and monthly cycle counts, maintained inventory accuracy, and ensured quality control in packing.
- Monitored freight receipt, dispatch, delivery schedules, and managed logistics to optimize operations.
- Provided fire safety and emergency procedures training, enhancing workplace safety and regulatory complian
- Ensured high data accuracy, generated reports, and performed data entry for transaction tracking and analysis.
- Identified and implemented process improvements to enhance efficiency and reduce errors in order handling.
- Checking, verifying, and filling customer invoices
- Organizing stocks and maintaining inventory
- Processing, packaging, and shipping orders accurately

Airline Ticketing Agent

Akbar travells calicut   📅 2021 - 01/2022   📍 Calicut Kerala

- Assist customers in booking domestic and international flights, including one-way, round-trip, and multi-city itineraries
- Provide personalized service to customers by offering flight options, fare information, and special services such as seat selection and meal preferences
- Issue electronic tickets or paper tickets based on customer preferences and ensure accuracy in details such as travel dates, passenger information, and fare breakdown
- Maintain accurate records of bookings, payments, and customer interactions in the airline's booking system or software

EDUCATION

Bachelors in Business Administation

Calicut university   📅 2018 - 2021   📍 India

Diploma in logistics and scm

Sted council of India   📅 01/2020 - 12/2020   📍 India

Diploma in computer application

Sted council ofIndia   📅 01/2020 - 12/2020   📍 Location

PERSONAL

DOB: 26-07-1999

Gender: Male

SUMMARY

Experienced Logistics Specialist with a proven record of optimizing supply chain processes to enhance operational efficiency and reduce costs. Skilled in logistics management, inventory control, transportation coordination, and warehouse operations, with a deep understanding of regulatory compliance and safety protocols. Demonstrates strong analytical and problem-solving abilities, adept at streamlining distribution channels, managing vendor relationships, and ensuring timely and accurate deliveries. Known for effective communication and team leadership, with the ability to collaborate across departments to meet company objectives. Consistently drives improvements in logistics performance, leading to increased customer satisfaction and operational resilience.

LANGUAGES

Language	Level	
English	Advanced	●●●○○
Hindi	Intermediate	●●○○○
Malayalam	Native	●●●●●

STRENGTHS

💎 **Active listening Problem solving Time management Leadership**
Strengths in the workplace are crucial for boosting my engagement and productivity.

KEY ACHIEVEMENTS

💎 DHL Best employee of the month

SKILLS

ERP   **MS Excel**   **MS Office**   **MS Word**

Powerpoint   **Scm**   **Tally**

TRAINING / COURSES

Logistics and supply chain