



# MUHAMMED NAVAS CK

## Accountant/Logistics coordinator

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- ☐ Villa 53 70 D street Rashidiya, Dubai

### ABOUT

Dedicated logistics professional with extensive experience in supply chain management and freight operations. Proven track record in optimizing transportation routes, managing inventory, and ensuring compliance with customs regulations. Expertise in coordinating shipments, enhancing operational efficiency, and building strong relationships with vendors and clients.

### KEY SKILLS

- ☐ Supply Chain Management
- ☐ Cash handling
- ☐ Transportation Solutions
- ☐ Inventory Control
- ☐ Warehousing Customs
- ☐ Clearance Logistics
- ☐ Coordination Shipment
- ☐ Tracking Distribution
- ☐ Network Cross-Border
- ☐ Logistics Fleet
- ☐ Management Cold Chain
- ☐ Logistics Risk
- ☐ Management Customer
- ☐ Service Cost Efficiency
- ☐

### LANGUAGES

- ☐ English
- ☐ Malayalam

### EDUCATION

- 2023 BACHELOR OF BUSINESS ADMINISTRATION**  
Bangalore North University, Karnataka, India
- 2023 LOGISTICS AND SUPPLY CHAIN MANAGEMENT**  
Bangalore Institute of Aviation and Logistics
- 2024 IFA**  
Catalyst Education, Kannur, Kerala

### PROFESSIONAL EXPERIENCE

#### Accountant/Cashier/Sales coordinator

##### NASA ELECTRICALS LLC, UNION, DUBAI

2024 Nov-present

- ☐ Develop and manage company budgets, and create financial forecasts based on past data and expected trends.
- ☐ Ensure timely filing of tax returns and adherence to tax regulations, while optimizing tax strategies.
- ☐ Monitor, record, and manage costs related to production and business operations, including variance analysis.
- ☐ Manage invoicing, vendor payments, and incoming payments, maintaining accurate records.
- ☐ Coordinate and support internal and external audits by providing necessary documentation and insights.
- ☐ Use accounting software to streamline financial processes and reporting.
- ☐ Work closely with other departments and management to provide financial insights, support strategic decisions, and achieve business objectives.

#### EVERGREEN LOGISTIC

##### Evergreen Logistic Muttannur, Kerala, India

2023 (6 Months)

- ☐ Oversee the entire logistics chain from supplier to customer, ensuring smooth operations.
- ☐ Plan and manage transportation routes for goods, ensuring timely and cost-effective delivery.
- ☐ Track and monitor stock levels to ensure adequate supplies, minimize shortages, and avoid overstocking.
- ☐ Schedule shipments and monitor their progress, providing real-time updates to clients and internal teams.
- ☐ Build and maintain relationships with transportation providers, negotiate contracts, and manage service agreements.
- ☐ Provide excellent customer service by addressing client inquiries, providing shipment updates, and resolving logistics-related issues.

CERTIFICATIONS

- ☐ E Commerce Logistic
- ☐ Tally Prime, Microsoft Office, SAP Fico, Quick Books, GST Practical, GCC Vat  
From CALATYST Education

PERSONAL DETAILS

DOB 02-06-2001  
Nationality Indian  
Gender Male  
Marital Status Single  
Passport No U2240620  
Date of Expiry 11/12/2029

HOBBIES

☐ Music

☐ Cooking

☐ Reading

- ☐ Analyse logistics costs, identify areas for improvement, and implement strategies to reduce transportation expenses.
- ☐ Oversee the entire logistics chain from supplier to customer, ensuring smooth operations.
- ☐ Plan and manage transportation routes for goods, ensuring timely and cost-effective delivery.
- ☐ Track and monitor stock levels to ensure adequate supplies, minimize shortages, and avoid overstocking.

SOFTWARE PROFICIENCIES

- ☐ MS Word
- ☐ MS Power Point
- ☐ MS Excel
- ☐ Tally

DECLARATION

I hereby declared that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

MUHAMMED NAVAS CK