

# Mohammad Shahid

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## Professional Profile

Dedicated logistics professional with a proven track record in import documentation, E-way bill generation, and end-to-end logistics operations. Known for excellent attention to detail, proficiency in MS Office, and the ability to handle complex supply chain challenges. Seeking to leverage my skills to contribute to the success of a dynamic organization in Dubai.

### Core Competencies:

- Import Documentation | Logistics Operations | E-way Bill Generation
- Transportation Coordination | Multilingual Communication | Inventory Management

## Experience

### Logistics Executive

*Shiftco Shipping and Logistics India Pvt Ltd (3rd Party for Nokia Solutions and Networks)*  
February 2023 – September 2024

- Verified and processed **over 500 import documents monthly**, including invoices, packing lists, and Airway Bills, ensuring 100% compliance with international regulations.
  - Generated **more than 300 E-way bills monthly** using MS Excel and the Indian E-way Bill Portal, reducing input errors by **15%** through meticulous data entry.
  - Collaborated with **10+ transporters and logistics partners**, ensuring on-time delivery of shipments with **99% adherence to timelines**.
  - Maintained daily reports of imported materials, tracking an average of **250 shipments monthly** to ensure accurate inventory records and reduce discrepancies by **20%**.
  - Coordinated end-to-end logistics operations, liaising with truck drivers to ensure timely and efficient transportation.

### Shore Supervisor (Internship)

*BMP Steels Pvt Ltd*  
November 2022 – January 2023

- Directed vehicle operations for the transportation of **1,000+ tons of goods** over the internship period.
  - Developed and maintained detailed records, ensuring **100% compliance with operational and safety standards**.
  - Processed invoices for **50+ transactions weekly**, ensuring accurate documentation and financial reporting.
  - Resolved labor-related challenges, reducing downtime by **15%** and enhancing workforce productivity.

## **Education**

### **Diploma in Shipping and Logistics**

Galaxy Institute of Shipping and Logistics, Chennai, Tamil Nadu, India

July 2023

### **Bachelor of Commerce (B.Com)**

Milagres College, Mangalore, Karnataka, India

2018 – 2021

## **Skills**

### **Technical Skills:**

- Proficiency in Import Documentation
- E-way Bill Generation
- Transportation Coordination

### **Soft Skills:**

- Proficient in MS Office (Excel, Word, PowerPoint)
- Multilingual Communication (English, Hindi, Malayalam, Kannada, Tamil)
- Time Management and Problem Solving

## **Personal Information**

**Nationality:** Indian

**Visa Status:** Visit/Tourist Visa (Valid until 19/02/2025)