

# ABDULLA NASEEF K K



## CONTACT

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## ACADEMIC CREDENTIALS

### BACHELOR IN COMMERCE

- 2019 - 2022
- Calicut University, Kerala, India

## PROFESSIONAL QUALIFICATION

- Post Graduate Diploma in Logistics and Supply Chain Management (LEVEL-6-CERTIFICATE)
  - Chartered Institute of Logistics and Transport (CILT-UK)
- Procurement Management
- International Business
- Management in Logistics and Transport
- Last mile delivery
- Blockchain in Supply chain

## TECHNICAL SKILLS

- Shipping Documentation
- Procurement Management
- Logistic Operations
- Inventory Management
- Warehouse Management
- Supply Chain Management

## COMPUTER PROFICIENCY

M S Office ★★★★★  
SAP ★★★  
Tally ★★★

## LANGUAGES KNOWN

English 90 %  
Malayalam 100 %  
Hindi 75 %  
Arabic 75 %

## INTERESTS

Driving Travelling

## PROFILE SUMMARY

Dedicated and detail-oriented logistics and supply chain professional with over a year of experience in operations, complemented by part-time experience as a Logistics Coordinator and a 2-month internship in Clearing and Forwarding. Equipped with a Bachelor of Commerce (BCom) degree and a Post Graduate Diploma in Logistics and Supply Chain Management, I possess a strong foundation in streamlining logistics operations, ensuring efficient freight movement, and optimizing supply chain processes. Seeking to contribute my expertise to a dynamic freight forwarding company to drive operational excellence, improve cost-efficiency, and deliver value-driven solutions.

## KEY SKILLS

Team Work Work Ethic Communication Leadership  
Organization skills Time Management Interpersonal ability  
Detail Oriented Punctual Quick Learner Hardworking Analytic Skills

## EMPLOYMENT CHRONICLE

### SALES EXECUTIVE CUM OPERATION | PRESENT

#### HAWKSEYES SHIPPING

- Build and maintain strong relationship with existing clients to ensure repeat business and customer satisfaction
- Prepare and verify shipping documents, Including Bill of lading
- Monitor shipment progress and provide real time updates to clients

### OPERATION EXECUTIVE | 2023 -2024

#### SNELEX LOGISTICS

- Oversee and coordinate both international and local operations, ensuring smooth processes from document preparation to shipment tracking and timely delivery. And manage customs processes

### TRAINEE | 2 Months

#### AIWA SHIPPING & LOGISTICS

Internship Department : Clearing and Forwarding

### LOGISTIC COORDINATOR | Part Time

#### PCB Logistics

## WEBINAR

- Engaged in an International Webinar on "Railway Logistics" led by Mr. John Harris from CILT UK.
- Actively participated in an International Webinar focused on the "Indonesia Logistics Sector," led by Mrs. Juliana Sofia Damu CMILT of Wilat Indonesia.

## VOLUNTEER SERVICES

- Engaged actively in voluntary activities as part of the I-GRAD ceremony.

## AREA OF EXPERTISE

- Freight Forwarding
- Logistics Coordination

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.