

**MUHAMMED SALIM T**  
**LOGISTICS OPERATIONS EXECUTIVE**  
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## PROFESSIONAL SUMMARY

Logistics Operations Executive with the experience in managing logistics and shipping operations. Proven track record in optimizing supply chain processes, enhancing customer service, and ensuring compliance with international shipping standards. Seeking to leverage expertise in a challenging role within a dynamic organization that values growth and innovation.

## SKILLS

- Leadership & Team Management
- Strong Attention to Detail
- Technical Proficiency
- Customer Service Focus
- Negotiation Expertise
- Advanced Documentation Skills
- Problem-Solving Abilities
- Strategic Planning & Execution
- Export Documentation Management
- Inventory Management
- Time Management
- Attention to Detail

## PROFESSIONAL EXPERIENCE

### Operations Executive

#### Corvette Shipping LLC, Oud Metha - Dubai (Back office at Cochin) Oct 2023 – Dec 2024

- Managed export documentation processes, ensuring 100% compliance with international shipping regulations.
- Prepared over 200 Bills of Lading and submitted export general manifests to Dubai Trade, improving processing time by 30%.
- Handled principal inventory management, leading to a 15% reduction in stock discrepancies.
- Enhanced customer service by providing timely updates via telephonic communication, resulting in a 25% increase in customer satisfaction ratings.
- Coordinated import general manifest submissions and arrival notice updates, streamlining communication with customers.
- Developed and maintained export load lists and empty load lists, optimizing logistics operations and reducing costs by 20%.
- Planned empty evacuations strategically to minimize additional costs, contributing to overall operational efficiency.

## EDUCATION

- Advanced Diploma in Logistics and Supply Chain Management | GIIMS Cochin | 2023
- Bachelor of Arts in Economics with Foreign Trade | Calicut University | 2022

## TECHNICAL SKILLS

- Proficient in Microsoft Office Suite (Excel, Outlook, PowerPoint, Word)
- Advanced documentation skills for logistics operations
- Strong technical proficiency in logistics management software

## LANGUAGES KNOWN

English | Malayalam | Hindi | Tamil

## PERSONAL DETAILS

Date of Birth: 15/03/2000

Visa Status: Tourist Visa