



# MUHAMMAD KADAVAN

To leverage my extensive experience as a Cargo Agent and Operations Incharge in the logistics industry. Seeking a challenging role where I can utilize my expertise in managing cargo operations, ensuring efficient handling and timely delivery of shipments. Eager to contribute to a dynamic team and drive operational excellence in a progressive organization.

## KEY SKILLS

- Team Work
- Work Ethic
- Analytical skills
- Warehouse operations
- Equipment maintenance
- Freight forwarding
- Shipping logistics
- Honesty
- Safety and Security Procedures
- Automotive diagnostics

## EMPLOYMENT CHRONICLE

### CARGO AGENT | Present

Emirates Skycargo on Behalf of Dulsoo Hr Solutions, Dubai, UAE

#### KEY RESPONSIBILITIES

- Maintain accurate inventory records of shipments in the warehouse and promptly address any discrepancies to facilitate smooth and error-free movement of shipments at the Emirates SkyCargo Cargo Mega Terminal.
- Coordinate with outstations to trace and resolve discrepancies related to missing cargo, ensuring appropriate corrective actions are taken.
- Efficiently perform the build-up and breakdown of cargo, courier, and mail, ensuring the safe and timely movement of loads.
- Adhere strictly to the current edition of the IATA Dangerous Goods Regulations (DGR) when handling and processing shipments of restricted articles, ensuring proper loading procedures are followed.

### OPERATION INCHARGE | 2 Years

Trackon Couriers Pvt Ltd, India

#### Duties and Responsibilities

- Create freight forwarding documents.
- Update consignment statuses on a daily basis.
- Maintain good relationships with customers.
- Follow up on customer complaints and problems.
- Manage and coordinate with the operations team.
- Arrange on-time delivery and prioritize consignments.
- Maintain all financial documents daily, such as vehicle log books and petty cash books, and forward daily details to management.
- Coordinate and follow up with all branches.

## CONTACT DETAILS

- +91 9809539317
- +971 544014808
- muhamedkadavan@gmail.com
- Deira, Dubai, UAE

## ACADEMIC & TECHNICAL CREDENTIALS

- 2019 Bachelor of Commerce  
Rabindranath Tagore University,  
Madhya Pradesh, India
- 2017 Diploma in Logistics and SCM C II  
Institute of Logistics, Chennai
- 2013 Plus Two  
Board of Higher Secondary  
Examinations, Kerala
- 2011 S.S.L.C (CBSE)  
Central Board of Secondary  
Education

## CERTIFICATIONS

- Dangerous Goods Handling  
(Category 7, 8, 10)
- SkyCargo Special Load &  
Ramp Handling Course
- Aviation Security  
Emirates Aviation University, Dubai

## COMPUTER PROFICIENCY

MS Office	★★★★★
Basic Operation	★★★★★
Internet & Email	★★★★★

## PASSPORT DETAILS

Passport No. : X7272897  
Date of expiry : 02/05/2033

## LANGUAGES KNOWN

English	<div style="width: 100%;"> </div>	100%
Malayalam	<div style="width: 100%;"> </div>	100%
Hindi	<div style="width: 85%;"> </div>	85%
Tamil	<div style="width: 85%;"> </div>	85%

## INTERESTS



## PERSONAL STRENGTHS

- **Communication:**

Interpersonal Skills - Verbal, Problem Solving and Listening Skills in any Administrative Role.

- **Service:**

Having a Client Focused Approach Skills Include Patience, Attentiveness and a Positive Language.

- **Organization**

Helping Others, Organizing a To - Do List. Prioritizing tasks by the deadline for improving Time - Management.

- **Management**

Management Skills to Direct Others and Review Others Performance.

## PERSONAL DOSSIER

Gender	: Male
Nationality	: Indian
DOB	: 01-08-1994
Marital Status	: Married

## DECLARATION

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

**MUHAMMAD KADAVAN**