



Abdul Vajid

Logistics and Shipping Professional

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Dubai, UAE

SUMMARY Motivated and detail-oriented professional with a degree in Business Administration and a specialized diploma in Logistics and Shipping Management. Possessing a solid foundation in supply chain operations, freight coordination, and pricing analysis, I excel at preparing accurate shipment quotes, managing critical documentation, and ensuring compliance with international shipping regulations. Proficient in optimizing processes to improve efficiency, I am eager to contribute my skills and knowledge to a dynamic logistics team while pursuing continuous professional growth and delivering impactful results.

EDUCATION

- International Diploma in Logistics and Shipping Management**
Frontline Academy, Calicut, India
2023 - 2024
- Bachelor of Business Administration**
Calicut University, Kerala, India
2020 - 2023

WORK EXPERIENCE

- Junior Executive**
Frontline Logistics
06/2024 - 12/2024 *Kerala, India*
Achievements/Tasks
 - Prepared shipping documents including Bill of Lading, Air Waybill, Invoices and delivery orders.
 - Coordinated with carriers, customs agents, and clients to ensure timely cargo movement.
 - Ensured compliance with international trade regulations and Incoterms.
 - Maintained shipment records and filed reports for operational performance analysis.
 - Analysed freight market trends to develop competitive pricing strategies.
 - Prepared and submitted rate quotations for clients by analysing transportation costs, delivery timelines, and shipment requirements.
 - Negotiated rates with shipping lines, airlines, and transport vendors to ensure profitability while maintaining competitive rates.

SKILLS

- Cargo documentation (BL, AWB, Delivery Orders)
- Customs clearance procedures
- Export/Import documentation
- Knowledge of Incoterms 2020
- Rate negotiation with carriers and vendors
- Preparing and analyzing freight quotations
- Costing and pricing strategies
- Coordination & communication with clients, carriers, and agents
- Problem-solving under pressure
- Time management Attention to detail
- Time management and prioritization
- Problem solving and critical thinking
- Multitasking and adaptability Strategic planning
- Decision-making

LANGUAGES

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| English | Malayalam |
| <i>Full Professional Proficiency</i> | <i>Native or Bilingual Proficiency</i> |
| Hindi | |
| <i>Elementary Proficiency</i> | |