



MUHAMMED HAFIS

hafis906141@gmail.com
+971564282834

Dubai, United Arab Emirates

LinkedIn:
www.linkedin.com/in/mhafis906141

Professional Summary

Offering strong candidate with background in logistics and keen ability to adapt quickly in fast-paced environments. Knowledgeable about coordinating shipments, managing inventories, and ensuring smooth supply chain operations. Ready to use and develop organizational, communication, and problem-solving skills in Logistics management.

Work History

11/2023 - 11/2024

Logistics intern

FLG Shipping & Logistics, Malappuram, India

- Managed 100+ email enquiries from clients and suppliers
- Prepared, reviewed, and managed logistics and shipping documentations like Certificate of origin, Proforma Invoice, Commercial invoice, etc.
- Conducted pricing analysis and prepared competitive quotes
- Used Microsoft Office for reports, records, and data analysis (Word, Excel, PowerPoint)
- Negotiated and obtained competitive rates from shipping lines and airlines, aligning with budget and service requirements.
- Enhanced communication within the team by creating effective reporting procedures.
- Prepared and reviewed 50+ essential documents, including MBL, HBL, MAWL and Cargo manifest, ensuring compliance with industry standards and regulatory requirements.

Skills

Communication
Problem-solving
Attention to Details
Adaptability
Inventory Management

Data Analysis
Risk Management
Vendor and Supplier Coordination
Logistics coordination

Education

- 08/2024 - 11/2024 **NSDC(National Skill Development Corporation), Skill development, *National skill support***, Delhi/India
- 06/2021 - 03/2024 **Bachelor of Business Administration, Finance, *Calicut university***, Malappuram/India
- 11/2021 - 09/2024 **International PG Diploma, Logistics & Supply chain - Management issued by CILT (UK) Level 5, *Frontline Logistics Academy***, Malappuram/India

Certifications

- CILT (UK) Chartered Institute of Logistics & Transport - LEVEL 5
- NSDC(National Skill Development Corporation).
- Bachelors of Business Administration, Specialized in Finance

Languages

English
Malayalam
Tamil
Hindi

Personal Details

Date of Birth / Age: 06/07/2002

Nationality: Indian

Marital Status: Single

Visa Status: Visiting visa

Passport: W1919743

Accomplishments

- International PG Diploma in Logistics & Supply chain
- Management issued by CILT (UK) LEVEL 5 2023-2024
- NSDC (National Skill Development Corporation)
- University of Calicut Bachelor of business administration2024
- NSS (National Service Scheme) Volunteer