



MUHAMMED THAHIR KC

0509775227

thahirmuhammed04@gmail.com

Dubai, United Arab Emirates

Nationality: INDIAN

SKILLS

- TEAM WORK
- MS OFFICE PROFICIENCY
- TIME MANAGEMENT
- STRONG COMMUNICATION
- LEADERSHIP
- PROBLEM SOLVING
- ADAPTABILITY
- INVENTORY MANAGEMENT
- KNOWLEDGE ABOUT BOE,BOL,CUSTOMS CLEARANCE
- HEALTH AND SAFETY

LANGUAGES

Malayalam Native

English C2
Proficient

Hindi B1
Intermediate

PROFESSIONAL SUMMARY

Knowledgeable management professional with proven success in achieving and exceeding regional revenue goals within company growth strategies. Skilled and well-versed in warehouse operations, shipping and logistics. Exceptional organisational skills and strong attention to detail.

WORK HISTORY

December 2022 - February 2024

Logistics Operations/Store Keeper , Al Zaman Trading LLC, Dubai, United Arab Emirates

* Receive detailed and accurate information when goods arrive at the warehouse, then carefully check and record the quantity and condition of goods when moving out of the warehouse.

*Calculate shipment CBM.

*Prepare POD assigned shipments.

*Create day by day worksheet of the shipment.

*Cross checking the Shipment.

*Responsible for arranging neat and clean locations and premises to receive goods in a convenient.

*Ensure that the goods receipt and issue process does not damaged.

January 2021 - December 2021

Document Controller, Jio Mart, Kochi, India

*Produced and mail invoices, payment reminders, and financial notices.

*Oversaw order tracking, maintenance of files, and special project work as requested.

*Resolved billing queries using stored customer records.

*Contributed to accurate and efficient quality checks, ensuring error-free results.

EDUCATION

August 2017 - May 2020

Bachelor's Of Business Administration

Sibga Institute Of Advanced Studies, Kannur

March 2020

Diploma Of Higher Education, Logistics

GIIMS Logistics&Supply Chain Management , Kochi, India

DECLARATION

I hereby declare that the above cited information is true to the best of my knowledge and belief. If I get a chance,I can prove myself.