



Muhammed Sadik

OPERATION EXECUTIVE



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sadikalukkal@gmail.com



Al Karama, Dubai ,
United Arab Emirates

SKILLS

Excellent data entry Speed in
English Typewriting

Basic Knowledge in - MS Word
& Excel

Time Management

Problem-solving

LANGUAGES

english

hindi

PERSONAL DETAILS

Date of birth
20/03/1996

Nationality
India

Visa status
Employment Visa

Marital status
single

ABOUT ME

Strategic and analytical Logistics Operations Executive with a comprehensive background in supply chain management and logistics optimization. Proven ability to develop and implement effective logistics strategies that enhance operational performance and customer satisfaction. Experienced in leading cross-functional teams and managing vendor relationships to ensure seamless operations.

WORK EXPERIENCE

Operation Executive

Navigators Shipping and Logistica LLC / DUBAI / Jun 2021 - Present

Air Freight & Sea Freight Import

- Monitored shipment status and document requirements by liaising with airlines and shipping lines.
- Collected Air Freight Delivery Orders via Calogi and prepared documentation for air freight cargo collection at the airport.
- Obtained Sea Freight Delivery Orders through Dubai Trade, ensuring compliance with regulatory standards.
- Prepared and executed Bill of Entry documentation via Dubai Trade, facilitating efficient customs clearance processes.
- Coordinated with clients and origin agents to secure essential customs clearance documentation.
- Resolved documentation issues promptly to maintain operational efficiency.
- Provided clients with consistent updates regarding shipment statuses.
- Organized the collection of Delivery Orders from shipping lines and through Dubai Trade.
- Managed customs documentation via Dubai Trade, ensuring timely delivery to consignees.
- Supervised customs and municipality inspections for import containers.
- Negotiated with vendors to secure competitive rates for transportation, storage, and warehousing services.
- Collaborated with clients to arrange transportation and delivery of cleared containers.

AIR FREIGHT & SEA FREIGHT EXPORT

- Coordinated with airlines and freight forwarders to secure optimal routing and negotiate competitive air freight rates.
- Prepared air waybills using Calogi for air freight shipments.
- Completed documentation booking for air freight cargo delivery to the airport via Calogi.
- Executed final air waybills through Calogi to ensure compliance and accuracy.
- Followed up with shipping lines to obtain vessel schedules and ensure timely shipping.
- Negotiated and arranged quality transport services in alignment with company and customer requirements.

- Coordinated with transporters to expedite container movement and ensure timely delivery.
- Arranged the delivery of empty containers to loading locations for export stuffing.
- Collaborated with shippers to secure necessary commercial documents for export.
- Filed load lists and shipping instructions with shipping lines.
- Organized customs inspections as required and supervised the inspection process for export containers.
- Ensured the timely return of loaded containers to the port before vessel cut-off.
- Reviewed freight, transportation, and customs clearance invoices, preparing invoices for shippers according to agreed rates.
- Arranged for the collection of Bills of Lading from shipping lines and delivered them to shippers.

CUSTOMER SERVICE CO-ORDINATOR

- Developed a comprehensive understanding of customer needs, ensuring timely and effective solutions.
- Calculated prices, discounts, commissions, and shipping charges accurately to facilitate smooth transactions.
- Provided detailed shipment quotations and organized logistics as per customer requirements.
- Prepared quotations and invoices efficiently using the company's ERP system, ensuring timely processing.
- Maintained strong relationships with carriers and customers, fostering collaboration and trust.
- Addressed and resolved issues for both customers and carriers, enhancing overall satisfaction.

DC Supervisor

Ecom Express Private Limited / Shornur Kerala / Jan 2019 - Feb 2020

As a Distribution Center Supervisor, I lead and coordinate the warehouse staff to ensure the smooth operation of daily distribution activities. Key responsibilities include:

- Reviewing the timeliness of scheduled deliveries to maintain efficient operations.
- Ordering new supplies promptly to prevent disruptions.
- Continuously seeking ways to improve processes and workflows.
- Proposing productivity enhancements to optimize performance.
- Streamlining employee workflow to enhance efficiency.
- Guiding warehouse staff to consistently achieve daily distribution targets.
- Monitoring inventory levels to minimize stock shortages and improve order flow.
- Led warehouse staff to achieve daily distribution targets efficiently.
- Monitored inventory levels, reducing stock shortages and improving order flow.

EDUCATION

Bachelor of Commerce University of Calicut.

Advance Diploma in Logistics and retail management, Maharaja's Technological Institute (MTI) Thrissur, Kerala.

Diploma in Professional Administrator cum Accountant (GST Indous IT Education)

High School Education Kerala State Board.

COURSES

Diploma in professional administrator cum accountant (GST)
Jun 2017 - Jun 2018