



MUHAMMED LIYAKHATH KAREEM

CONTACT



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Dubai, Dubai

SKILLS

- Excel
- Excellent communication skills
- MS Office
- PowerPoint
- SAP ERP
- Logistics
- Warehouse Management
- Supply Chain
- Dubaitrade (5 years)
- Dubai Municipality (5 years)
- Well versed with MS Office (Word, Excel & PowerPoint) Internet and e-mail applications.
- Excellent hands on experience in SAP.

LANGUAGES

- **English**
- **Hindi**
- **Malayalam**

EDUCATION

Bachelor's Degree in Business Administration

EXPERIENCE

March 2019 - Present

LOGISTICS OPERATIONS

Navire Logistics services LLC, Dubai

- COLLECTION OF DELIVERY ORDER,
- PASSING BOE FOR IMPORT SHIPMENTS IN SHARJAH AND DUBAI,
- BOOKING CUSTOMS INSPECTION IF REQUIRED,
- PREPARING THE DOCUMENTS FOR DUBAI MUNICIPALITY FOOD AND SAFETY DEPARTMENT.,
- PREPARING EXIT ENTRY CERTIFICATES,
- ATTESTING DOCUMENTS FROM MOFAIC,
- IMPORT DOCUMENTATION WORKS, SEAPORT CUSTOMS INSPECTION RELATED WORKS,
- IMPORT DOCUMENTATION AND CLEARANCE OF CUSTOMS AND MUNICIPALITY IN SHARJAH,
- DUBAI SEAPORT AND AIRPORT, IMPORT AND EXPORT RELATED ACTIVITIES INSIDE JAFZA.

MARCH 2017 - AUGUST 2019

WAREHOUSE COORDINATOR CUM ADMIN ASSISTANT

GEEPAS WORLD FZCO, DUBAI

- CREATING SALE ORDERS AND INVOICES,
- CREATING TRANSFER REQUESTS AND RECEIVING THE TRANSFERS,
- PREPARING DETAILS FOR INTERCOMPANY LOADING,
- EXPORT DOCUMENTATION WORK,
- CHECKING AND CONFIRMING GOODS RETURNS, CREATING PO FOR STORE REQUIREMENTS,
- CHECKING ATTENDANCE OF THE STORE WORKERS, MANAGING PETTY CASH OF STORE,
- COMPLETED CLERICAL TASKS INCLUDING FILING., CARRIED OUT RECEPTIONIST DUTIES SUCH AS ANSWERING PHONES AND DIRECTING CALLS TO THE CONCERNED DEPARTMENTS.