

# Muzammil PP

## Logistics executive

I am a highly motivated and diligent individual with demonstrated experience of working as operations executive for a reputed logistic company and a known manufacturing firm.

VISA STATUS: VISITING VISA

PASSPORT NO. : P5195711

### CONTACT

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### TECHNICAL SKILLS

Logistics operations

Warehouse operations

Transport technics

Exim

Inventory control

### HARD SKILLS

Odoo ERP

Ms Excel

### WORK EXPERIENCE

*Orbiz creativez pvt ltd.*

Logistics executive ( 4/ 2023 - 2/ 2024 )

- receiving finished materials like momentos, number plates, key chains
- conducting brief checking of quality and quantity
- update reaching of product in warehouse on software (odoo)
- pack products neatly and especially ensure fragile products packed properly
- ensure all needed labels are attached on the package such as 'fragile', 'air', address
- booking of package on online website of courier companies like sree maruthi courier, DTDC courier, Indian post, delhivery, Amazon according serviceability and stick the tracking number of particular couriers on the package
- outscanning of packages
- moving packages into outbound area
- dispatching of packages into proper courier company hubs

## SOFT SKILLS

Adaptability

Patience

Diligent

Integrity

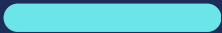
Self discipline

## LANGUAGES

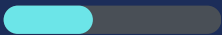
English



Malayalam



Hindi



Tamil



## INTERESTS

Football

Work out

Reading

*Bullet logistics India Pvt Ltd.*

Operations executive (6/2021- 11/ 2021)

- Made sure right consignments are loaded or unloaded in right quantity and quality
- Prepared challan
- Raised e-way bill as per government rules
- Reported stock details and informed short and excess of consignment
- Raised goods receive note
- Generated tax added freight bill

## EDUCATION

### Bachelor of Business Administration

Suresh Gyan vihar University ( distance education )  
2021- present

### International diploma in logistics and supply chain management

Chartered institute of logistics and supply chain management ( CILT)  
2020- 2021

### Higher secondary education- science

Higher secondary board of kerala  
2015- 2017