



MUHAMMED FAIZ

Self-motivated and results-driven logistics professional seeking to contribute to a reputed organization with global exposure and opportunities for growth. Skilled in supply chain coordination, procurement, and process optimization to enhance operational efficiency.

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EDUCATION

International Professional Diploma In Supply Chain and Shipping Management CILT [The Chartered Institute of Logistics and Transport]

09/2023 - 06/2024

Bachelors in commerce (computer application) Mahatma Gandhi University

2020 - 2023

HIGHER SECONDARY EDUCATION IN COMMERCE

DHSE

2018 - 2020

WORK EXPERIENCE

Operations Supervisor Excel Industries

06/2024 - 09/2025

Ernakulam, India

Excel Industries, founded in 2010, manufactures professional speaker cabinets and serves international clients, including the UK and UAE.

Achievements/Tasks

- Led end-to-end logistics and supply chain operations, including sourcing components from China, supplier identification, negotiation, procurement, shipping, customs clearance, and timely delivery.
- Coordinated with freight forwarders, transporters, and internal teams to optimize delivery timelines and ensure uninterrupted production.
- Maintained accurate documentation for imports, including invoices, packing lists, and shipping records, ensuring regulatory compliance and smooth customs clearance.
- Monitored inventory levels, tracked costs, and generated reports using MS Excel to optimize procurement processes and supply chain efficiency.
- Streamlined local transportation of raw materials, ensuring timely delivery to meet production schedules and minimize downtime.

TECHNICAL SKILLS

MS Office-EXCEL

Microsoft Word

SAP

Microsoft Powerpoint

PERSONAL TRAITS

- Ability to cope up with situations
- Leadership and Hardworking.
- Good communication and presentation skill.
- Self-assurance, dedication and good management.

INDUSTRIAL KNOWLEDGE

- Land freight
- Ocean freight
- Air freight
- Logistics operations and supply chain management
- Knowledge about all in bound and outbound Logistics
- Detailed knowledge about INCO TERMS (2020)

CERTIFICATES

Air Cargo Operations And Dangerous Goods Handling [STED] (2024)

Professional Diploma in Supply Chain & Shipping Management

LANGUAGES

English
Native or Bilingual Proficiency

Hindi
Native or Bilingual Proficiency

Malayalam
Native or Bilingual Proficiency

Tamil
Native or Bilingual Proficiency

INTERESTS

Travelling

Football

Photography

Writing