

ANAS



OBJECTIVE

Seeking a career with challenges and responsibilities to associate with a progressive organization that gives me scope to apply my professional knowledge and skills and to become a part of a dynamic team.

PROFESSIONAL EXPERIENCE

- HR&ADMIN OFFICER- FIBREX AUTO COMPONENTS
(From April 2021 to May 2022)
- FRONTLINE LOGISTICS (2022 to 2023)
SIX MONTHS ON THE JOB TRAINING IN FREIGHT CONNECT SOLUTIONS

RESPONSIBILITIES (LOGISTICS)

- Handling freight enquiries and quotations
- Secure rate from main carriers' online portal and schedule booking
- Routing of sea, air import shipments
- Telemarketing and email marketing
- FCL and ICL shipment handling
- Handling shipments of personal effects and household goods
- Clear understanding of multiple modes and service within the transportation /logistics industry.

RESPONSIBILITIES (HR&ADMIN OFFICER)

- Organize and maintain the data bases with digital personnel records and relevant employee information.
- Preparing monthly payroll sheets.
- Preparing, verifying and analyzing financial records.
- Recording of daily attendance and time sheets.
- Supervise new employee onboarding, prepare offer documentation and conduct orientation sessions.
- Keep a track record of leaves such as sick /emergency/ annual.

EDUCATIONAL QUALIFICATIONS

- BACHELOR OF BUSINESS ADMINISTRATION - (CALICUT UNIVERSITY)
- PG DIPLOMA IN LOGISTICS & SHIPPING MANAGEMENT

Contact Information:

Mobile: 050 108 2120

Email:

Anasedpl99@gmail.com

Address:

Al-Quoz, Dubai, United Arab Emirates

Personal Information:

Date of Birth: 24/12/1999

Nationality: Indian

Sex: Male

Language Known:

English, Hindi, Malayalam, Tamil

PASSPORT DETAILS:

PASSPORT NO : T5001617

PASSPORT ISSUE: 09/04/2019

PASSPORT EXP : 08/04/2029

PLACE OF ISSUE: THRISSUR

Driving License: INDIA

TECHNICAL KNOWLEDGE

- TALLY (ACCOUNTING PACKAGE)
- QUICK BOOKS
- PROFIT ONE ERP SYSTEM
- MICROSOFT OFFICE.

STRENGTHS

- Excellent leadership qualities.
- Good team player service oriented.
- Excellent communication and interpersonal skills.
- Ability to take initiative in learning about new technologies and adding value to organization.
- Maintain positive attitude in the face of changes in work assignments.