

M.E.SHAKUL HAMEED

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Visa Status: Visit visa



PROFESSIONAL SUMMARY

Highly motivated and detail-oriented logistics professional with a proven ability to streamline operations and enhance efficiency. Seeking a challenging role in logistics management to leverage strong problem-solving, analytical, and organizational skills. Experienced in inventory management, transportation planning, and supply chain coordination, with a track record of leading and motivating teams to achieve exceptional outcomes. Committed to continuous learning and staying updated on industry best practices.

SKILLS

- Administration Management
- Schedule Management
- Marketing Strategy
- Microsoft Office /Software
- Book Keeping
- Inventory Management
- Multitasking
- Communication (CS)
- Leadership

WORKING EXPERIENCE

JAN 2020– AUG 2024

ADMINISTRATION MANAGER, UNITED INDIA AGRO FOODS, THANJAVUR.(TAMILNADU, INDIA)

- OFFICE ADMINISTRATION, TRADING, MARKETING, BILLING & DISTRIBUTION INCHARGE, CUSTOMER SERVICE SUPPORT

JAN 2014 – DEC 2019

ADMINISTRATION OPERATION MANAGER, UNIVERSAL FOOD PRODUCTS, THANJAVUR. (TAMILNADU, INDIA.)

- OFFICE ADMINISTRATION, IMPORTS& EXPORTS CO-ORDINATION, INT'L TRADING COMMUNICATION, INVOICING, PURCHASE & SALES INCHARGE

JUL 2010 – FEB 2013

LOGISTICS ASSISTANT, TOLL GLOBAL FORWARDING DUBAI. (UAE)

- OPERATION DEPT, DOCUMENTATION, CUSTOMER INVOICING, DELIVERY ORDER AND CUSTOMS INSPECTION INCHARGE

SEP 2007– JUN 2010

OFFICE ASST, LABOUR INCHARGE, MESSENGER, AL RASEEF CONTRACTING, DUBAI. (UAE)

- DAILY OFFICE SCHEDULED REPORTS, FILING, SCHEDULED MEETINGS, OVER ALL CALLS &EMAIL COMMUNICATION

EDUCATIONAL QUALIFICATION

2015 - MAY

BACHELOR OF BUSINESS ADMINISTRATION (BBA) ANNAMALAI UNIVERSITY. (TAMILNADU, INDIA.)

2004 - AUG

DIPLOMA IN COMPUTER AIDED ACCOUNTS (DCAA) PRIVATE INSTITUTIONS THANJAVUR. (TAMILNADU, INDIA.)

KNOWLEDGE

- Maintaining employee records and documentation, Preparing correspondence, reports and presentations.
- Coordination and interpersonal skills, Strong organizational skills with the ability to multi-task.
- Excellent time management and the ability to prioritize work, Carrying administrative duties
- Coordinate to customs clearing and have knowledge of all import and export related activities.
- Knowledge of office Administrative management, Plan and coordinate events, meetings, and conferences.
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular of MS Office)
- Provide administrative support to various director-level personnel.

ACTIVITIES

- Good leadership qualities and organizational skills.
- Adept at managing end-to-end operations and Processes which involve service level management and Reporting across various domains in an effective manner.
- Strong abilities in liaising with other functional heads to improve and execute the plan, consistently tracking development against, the plan and seeking strategies for increasing efficiencies and enhancing the operations.
- Adept at meeting and setting goal for the team and planning areas for improvement or development.
- Cross-functional team player with excellent interpersonal, communication, analytical, and planning skills and proven abilities.
- Develop and update administrative systems to make them more efficient.
- Other administrative duties, responsibilities, and projects as assigned.

PERSONAL INFORMATION

Father's Name

: Mohamed Ibrahim

Date of Birth

: 1st June 1982

Sex

: Male

Marital Status

: Married

Nationality

: Indian

Religion

: Muslim (Islam)

Native

: Thanjavur (Tamilnadu, South India)

Passport No

: Y1820978

Driving Licence

: Motorcycle (Expired-UAE), LMV-(INDIA)

Languages Known : English, Hindi, Urdu, Tamil, Malayalam, and Little Arabic