



# Abdul Vajid

## Logistics and Shipping Professional

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Dubai, UAE

**SUMMARY** Motivated and detail-oriented professional with a degree in Business Administration and a specialized diploma in Logistics and Shipping Management. Possessing a solid foundation in supply chain operations, freight coordination, and pricing analysis, I excel at preparing accurate shipment quotes, managing critical documentation, and ensuring compliance with international shipping regulations. Proficient in optimizing processes to improve efficiency, I am eager to contribute my skills and knowledge to a dynamic logistics team while pursuing continuous professional growth and delivering impactful results.

## EDUCATION

### International Diploma in Logistics and Shipping Management

Frontline Academy, Calicut, India

2023 - 2024

### Bachelor of Business Administration

Calicut University, Kerala, India

2020 - 2023

## WORK EXPERIENCE

### Junior Executive

Frontline Logistics

06/2024 - 12/2024

Kerala, India

#### Achievements/Tasks

- Prepared shipping documents including Bill of Lading, Air Waybill, Invoices and delivery orders.
- Coordinated with carriers, customs agents, and clients to ensure timely cargo movement.
- Ensured compliance with international trade regulations and Incoterms.
- Maintained shipment records and filed reports for operational performance analysis.
- Analysed freight market trends to develop competitive pricing strategies.
- Prepared and submitted rate quotations for clients by analysing transportation costs, delivery timelines, and shipment requirements.
- Negotiated rates with shipping lines, airlines, and transport vendors to ensure profitability while maintaining competitive rates.

## SKILLS

Cargo documentation (BL, AWB, Delivery Orders)

Customs clearance procedures

Export/Import documentation

Knowledge of Incoterms 2020

Rate negotiation with carriers and vendors

Preparing and analyzing freight quotations

Costing and pricing strategies

Coordination & communication with clients, carriers, and agents

Problem-solving under pressure

Time management

Attention to detail

Time management and prioritization

Problem solving and critical thinking

Multitasking and adaptability

Strategic planning

Decision-making

## LANGUAGES

English  
Full Professional Proficiency

Malayalam  
Native or Bilingual Proficiency

Hindi  
Elementary Proficiency