

# MUHAMMED CV

**Email** : [muhammedcv032@gmail.com](mailto:muhammedcv032@gmail.com)

**Mob** : 0502169897



## EXPERIENCE

### Logistics Coordinator

#### REDTAG, GROUP OF BMA INTERNATIONAL FZE

07/2022 - till present

RETAIL INDUSTRY

DUBAI, UAE

#### JOB RESPONSIBILITIES

- Custom clearing of containers from port in Dubai trade portal
- Clearing 25 containers a day and achieving a target of weekly projection ie 2 millions
- Maintain accuracy of inbound/ outbound documentation (GRN, Stock transfers, ASN, Goods invoices).
- Coordinated with freight forwarders to expedite Shipments and ensure timely delivery of international shipments
- Coordinating with shipping lines and arranging delivery orders on time for clearance
- Mirsal 2 Documents (Invoice, packing list, delivery note & COC).
- Coordinate for inspection appointments for import and export shipments
- Handling and arranging the transport for Dubai stores
- Preparation of vehicle planning & export documentation (By Road)
- Ensuring the timely process and coordination with all internal parties

#### PRO

- Customs inspection work
- Track the original document.
- Original document submission to customs
- Bank related work

20-8-2021 — 20-10-2021

#### WAREHOUSE PROFESSIONAL

"Internship at flipkart as warehouse professional, BANGALORE"

#### JOB RESPONSIBILITIES

- Ensuring effective and safe use of warehouse equipment
- Overseeing receiving, warehouse and distribution operations.
- Maintaining awareness and knowledge of condition and location of fleet vehicles.
- Assisting with deliveries where required.
- Maintaining documentation and keeping accurate records of warehouse activities.

DECEMBER 2021 - MARCH 2022

#### ADVANTIS LOGISTICS

"As logistics co-ordinator, KOZHIKODE, KERALA"

#### JOB RESPONSIBILITIES

Checks the quality and quantity of the products  
Set the E-way bill and LR (lorry receipt) for the location of delivery  
Assist in keeping parts department clean and orderly  
Record all customer transactions  
Update the LR after the delivery

- Verify receiving documents
- Perform routine housekeeping task to maintain the Warehouse neat and tidy
- Perform any other task required by the manager

## EDUCATION

**2020-2021 JANUARY**

**PG DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT – ADI INSTITUTE**

**2017 – 2020**

**B.A ENGLISH - CALICUT UN**

## COMPUTER SKILLS

- **MICROSOFT OFFICE** (MS Excel MS Word & Power point)
- **ACCOUNTING SOFTWARE** (TALLY ERP)
- **SAP**
- **PHOTOSHOP** (Poster work, Business card design)
- Extensive knowledge of internet and computer.

## PERSONAL SKILL

- Good verbal Communicative skills.
- Handling of cash
- Readiness to work hard
- Comprehensive problem solving abilities
- Hard working
- Interpersonal skill
- Independent decision making if required
- Good knowledge in computer
- Quick Learner of all software
- Fast Learner
- Work effectively as a part of team or individually

## PERSONAL DETAILS

- **Nationality** : Indian
- **Gender** : Male
- **Date of birth** : 21/03/1999
- **Marital Status** : Single
- **Language Known** : English (Speak, Read, Write and Type)  
Malayalam (Speak, Read and Write)  
Tamil, Hindi (Speak, Read and Write)
- **Passport No** : T 1235667
- **Date of issue** : 01/02/2019
- **Date of expiry** : 31/01/2029
- **UAE Licence No** :4508649

## INTERESTS

- Travelling
- Reading books

## DECLARATION

I here by declare that the information furnished above is true and best of my knowledge.

**PLACE :**

**DATE :**

**MUHAMMED CV**