



# ADHIL SHA NOUSHAD

## Operations Executive



+971503976626



aadhilshanoushad3@gmail.com



UAE, Sharjah

### ABOUT

Detail-oriented and proactive Logistics Coordinator with hands-on experience in freight forwarding, shipment tracking, and end-to-end supply chain coordination. Skilled in managing international and domestic logistics operations, preparing shipping documentation, and ensuring regulatory compliance. Proven ability to collaborate with carriers, customs agents, and internal departments to ensure timely and cost-effective delivery of goods. Adept at using logistics software and maintaining accuracy in documentation and reporting. Seeking to leverage these skills in a dynamic logistics or supply chain role.

### KEY SKILLS

- Logistics Coordination
- Customs Regulations & Procedures
- Supply Chain Management
- Inbound and Outbound Logistics
- Inventory Control
- Warehouse Management
- Shipment Tracking
- Vendor Management
- Import/Export Regulations
- Time Management
- Communication

### EDUCATION

- 2024** **Professional Diploma in Logistics and Supply Chain Management**  
FICS, Kerala, India
- 2022** **Bachelor of Computer Application**  
MG University, Kerala, India
- 2019** **Higher Secondary**  
Board of Higher Secondary Examinations, Kerala, India
- 2017** **High School**  
Board of Public Examinations, Kerala, India

### PROFESSIONAL EXPERIENCE

**Operations Executive – Customs Clearance**  
Jetmer Logistics, Willingdon Island, Kochi, India

July 2024 – Sep 2025

- Customer liaison: Providing daily updates to customers on the status of their shipments and acting as the main point of contact for inquiries and issues.
- Customs coordination: Liaising with customs officials, port authorities, shipping lines, and airlines to arrange for inspections, approvals, and the timely release of cargo.
- Transport and delivery: Arranging all aspects of inland transportation, including coordinating with trucking companies, issuing gate passes, and organizing cargo loading and unloading.
- Shipment tracking and monitoring: Actively tracking the location and status of shipments and providing real-time updates to customers.
- Post-clearance activities: Handling tasks that occur after customs clearance, such as submitting claims and creating purchase orders for port charges.
- Document preparation and processing: Compiling, verifying, and preparing all required import and export documents, such as commercial invoices, packing lists, and bills of entry.
- Regulatory research: Staying updated on customs regulations, tariff codes (HS Codes), and licensing requirements to advise clients and ensure accurate declarations.

**Front Office Executive**

Global Law Foundation, Kochi, Kerala, India

Apr 2022 – Nov 2023

- Greeted and assisted visitors, clients, and vendors professionally, ensuring a positive first impression and high-quality customer service.
- Managed front desk operations including telephone handling, appointment scheduling, and visitor registration.
- Maintained office security by following procedures, monitoring logbooks, and issuing visitor badges.

## LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

## SOFTWARE PROFICIENCIES

- SAP (Beginner)
- MS Office Suit (MS Excel, MS Word, MS PowerPoint)

## HOBBIES



Music



Cinema



Reading

## PROJECTS

### Debate on Artificial Intelligence (AI) in Logistics

- Researched and analysed the role of AI in logistics, focusing on supply chain automation, real-time tracking, and predictive analytics.
- Presented both advantages and limitations of AI integration in logistics during a structured academic debate.
- Strengthened critical thinking, communication, and public speaking abilities through collaborative discussion.

## PERSONAL DETAILS

|                |                 |
|----------------|-----------------|
| DOB            | : 17.06.2001    |
| Nationality    | : Indian        |
| Marital Status | : Single        |
| Gender         | : Male          |
| Passport No    | : V9528769      |
| Date of Expiry | : 11.05.2032    |
| Place of Issue | : Cochin, India |

## REFERENCES

**Mr. Sanjay P Sasi**  
General Manager  
Global Law Foundation, Kochi, India  
Mobile: +91 8089001803

**Mr. Benjamin P.R**  
HR Manager  
Jetmer Logistics  
Mobile: +91 9778163957  
[Jetmerlogistics.com](http://Jetmerlogistics.com)

## DECLARATION

I hereby declared that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

**ADHIL SHA NOUSHAD**