



SHAFEEQ RAHMAN P

DOCUMENT ADMINISTRATION EXECUTIVE

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ABOUT ME

Experienced Document Administration Executive skilled in logistics documentation, BL drafting, and regulatory compliance. Proficient in optimizing workflows and ensuring data accuracy. Holds a valid UAE Work Permit and driving license, seeking opportunities in the GCC region

PERSONAL DETAILS

Date of Birth : 12-10-2000
Nationality : Indian
Marital Status : Single
Passport No : S 67365596

LICENCE DETAILS

UAE Licence No : 1267393
Date of Issue : 09-01-2025
Date of Expiry : 08-01-2027

VISA DETAILS

Visa Status : Resident Visa
Date of Issue : 04-12-2024
Date of Expiry : 03-12-2026
Place of issue : UAE

SKILLS

Document Control
Bill of Lading (BL)
Drafting
Shipping & Logistics
Documentation
Regulatory Compliance
Problem Solving
Record Keeping
Reporting
Team Coordination
Knowledge of aviation regulations
Communication
Leadership
Customer service
Problem-solving
Organizational skills
Financial acumen

WORK EXPERIENCE

OFFICE MANAGER

STORE MANAGEMENT AL AIN, UAE | PRESENT

- Managed operations, inventory, and staff while adhering to UAE Ministry of Human Resources and Emiratization regulations (Work Permit No. 119916136).
- Leveraged a valid UAE driving license to support logistics and supply chain operations.
- Ensured compliance with UAE federal regulations and Resident Identity Card usage.
- Maintained accurate documentation and customer verification processes.
- Developed strategies to enhance business growth and customer satisfaction.

GUEST SERVICE REPRESENTATIVE

DUBAI INTERNATIONAL AIRPORT

- Assisted passengers with check-in, boarding, and general inquiries in a fast-paced airport environment
- Provided high-level customer service and ensured smooth passenger flow
- Handled travel-related issues and resolved customer complaints professionally
- Coordinated with airline staff and security to maintain safety and service standards
- Maintained up-to-date knowledge of airport policies and airline procedures
- Managed VIP guest services and supported special assistance passengers
- Ensured proper documentation and compliance with airport regulations
- Monitored queue systems and implemented crowd control when needed

ASSISTANT ACCOUNT EXECUTIVE

SHALIMAR PLASTIC INDUSTRIES LLC, DUBAI

- Supported the accounts team with daily financial operations and data entry
- Assisted in preparing invoices, purchase orders, and payment follow-ups
- Maintained accurate financial records and managed internal filing systems
- Coordinated with suppliers and clients regarding payment status and documentation
- Monitored expenses and reported variances to the finance manager
- Helped prepare monthly and quarterly financial reports
- Reviewed bank statements and performed basic reconciliations
- Maintained inventory records related to financial transactions

LANGUAGES

English
Malayalam
Hindi
Tamil

EVENT COORDINATOR

AL TAYER GROUP, ABU DHABI

- Planned and coordinated corporate and promotional events
- Liaised with vendors, venues, and internal teams for seamless execution
- Managed event budgets and ensured cost control throughout planning
- Oversaw logistics including setup, registration, and guest handling
- Prepared event schedules and ensured team alignment
- Handled on-site coordination and troubleshooting during events
- Collected feedback and prepared post-event reports for improvement
- Maintained records of suppliers and event performance metrics

DOCUMENTATION EXECUTIVE

SHAANS CARGO LOGISTICS PVT LTD, COCHIN, INDIA | JUNE 2023-DEC 2023

- Managed shipping bill registrations and drafted Bills of Lading (BL) for import/export.
- Processed key documents, including Health Certificates, Certificates of Origin, and SEZ4 forms.
- Ensured compliance and accuracy in logistics documentation and resolved discrepancies

INVENTORY CONTROLLER

ZAKION TECHNOLOGIES PVT LTD, CALICUT, INDIA | MAY 2021-JUNE 2022

- Monitored inventory levels, reconciled discrepancies, and managed stock records.
- Prepared reports and collaborated with suppliers to streamline processes.
- Ensured proper storage, minimizing damage, and reducing stockouts.
- Reviewed purchase orders and invoices to maintain accurate tracking.

PROJECTS

A STUDY ON EFFECTIVENESS OF ADVERTISEMENTS WITH SPECIAL REFERENCE TO EASTERN CONDIMENTS PVT LTD

- Conducted a study on the effectiveness of advertisements across various media platforms
- Collected and analyzed customer feedback to assess brand reach and impact
- Prepared a detailed report with findings and suggestions to improve marketing strategies

EDUCATION

- **BACHELOR OF BUSINESS ADMINISTRATION (BBA)**

Marketing University Of Calicut, India

- **PROFESSIONAL DIPLOMA IN SHIPPING & LOGISTICS**

Thunchan Memorial College, Malappuram, India

SOFTWARE SKILLS

- MS Office (Word, PowerPoint, Outlook)
- MS Excel (Advanced Formulas, Pivot Tables, Data Analysis)
- BIS (Business Information System)
- Document Management Software
- Shipping & Logistics Software