

Ahamed Ifhaam

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Experienced in logistics documentation with one year of expertise in operations coordination, skilled in MS Office, Tally ERP Prime, and Dubai Trade (Basic). Strong in analytics, communication, and multitasking, fluent in English and Tamil. Seeking to leverage my skills & experience to your prestigious company to enhance my skills, learn, and tackle new challenges effectively.

EDUCATION & CERTIFICATION

Alagappa University

Master of Business Administration – Logistics Management

Karaikudi, Tamilnadu, India

July, 2021 – May, 2023

The New College (University of Madras)

Chennai, Tamilnadu, India

Bachelor of Business Administration

July, 2017 – April, 2020

Crescent International school

Chennai, Tamilnadu, India

High School Education

May, 2015 – April, 2017

PROFESSIONAL EXPERIENCE

AVO Logistics

Chennai, Tamilnadu, India

Logistics coordinator

2023-2024

- Preparing export documents.
- Coordinating with operation team by supporting documents like Commercial invoice, Packing List.
- Prepare Bill of Landing and Bill of Entry.
- Customs Clearance.
- Coordinate with managers and company leadership to make logistical processes more efficient.
- Ensured logistics coordination through the safe and timely pick-up of delivery and international shipments.
- Assisted with logistics management by handling order shipment.
- Managing business processes like inventory, distribution, storage and transportation.
- Communicate with suppliers and customers queries.

PROJECT AND CERTIFICATE

• PROJECT

A Study On Improving Work – Life Balance Of Employees.

Chennai, Tamilnadu, India

CARS INDIA

01-01-2020 to 30-01-2020

• CERTIFICATE

TALLY ERP PRIME

Ramanathapuram , Tamilnadu , India

Kalvi Institute Pvt Ltd ,

SKILLS AND INTERESTS

Technical Skills: Microsoft Office Suite, Good team development and leadership skills, Computer Literacy, Problem-solving skill, Communication Skills, Multitasking, Customer Relationship and Negotiation skill, Tally ERP Prime, Dubai Trade (Basic), Organizational Skills, Time Management, Data Entry Skill, Knowledge of Import/Export, Project Management,

License: India

Interests: Travelling, Gaming both indoor and outdoor, Stock market investment, Pet care and volunteering

Languages: Tamil (Native), English (Fluent)