

MUHAMMED JASSIN ZUBAIR



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CERTIFICATES

Bachelors in business administration
Certified from the university of annamalei. [2018-2021]

Pg Diploma in Logistics and Supply Chain Management
Certified from the chartered institute of logistics and transport. [2022]

SKILLS

- Inventory Management
- Customer relationship
- Financial reporting
- Team leadership
- Transaction management
- Marketing and sales
- Documentation and complaints
- Critical thinking and data mining

PROFILE

Dedicated 3PL logistics assistant with extensive experience in optimizing supply chain operations. Proven track record in coordinating seamless transportation, managing inventory, and implementing efficient logistics processes. Skilled in utilizing logistics software and fostering strong relationships with suppliers and carriers. Detail-oriented problem solver with a commitment to meeting deadlines and exceeding client expectations.

PROFESSIONAL EXPERIENCE

Amal Alfarsi Cargo Services L.L.C

Operation Coordinator - Shipping & Logistics
05/2024 – 07/2024 | Sharjah, UAE

- Managed customs clearance documents for import and export shipments.
- Booked and arranged customs inspections via online portals.
- Filed import manifests and issued delivery orders online.
- Coordinated with the transport team for import and export placements based on customer requirements.
- Liaised with shipping lines for rates, bookings, and documentation.

Deon auto accessories

Assistant Coordinator
07/2022 – 07/2023 | Kerala, India

- Delivered hands-on customer assistance and managed in-store systems for inventory tracking and special orders.
- Maintained efficient operations and strong relations within the warehouse.
- Executed monthly physical inventory counts and managed both piece and carton inventories.
- Ensured smooth warehouse operations by monitoring goods receipt and delivery notes.
- Received and released FMCG products, ensuring adherence to manufacturing and expiry dates.
- Collected and analyzed daily warehouse data, prioritizing and addressing issues promptly.

LANGUAGES

English

Hindi

Malayalam

Tamil