



FAKRUDDEEN AFIZ

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Hafiz Mahal Bayar Jara P.O Chippar
671322, Kasaragod, Kerala, India.

Professional Summary

I am an enthusiastic and highly motivated individual seeking a challenging opportunity in Logistics and Supply Chain Management. With a Bachelor's degree in Logistics and Port Management, along with my ongoing MBA studies in Logistics and Supply Chain Management, I am eager to apply my knowledge of supply chain optimization, inventory control, and logistics processes in a dynamic professional environment. I bring strong analytical skills and a commitment to improving operational efficiency. I am excited to contribute to a forward-thinking company and further develop my career in this field.

Work Experience

Target Engineering Construction Company – Abu Dhabi, UAE

Document Controller, Storekeeper, Data Entry (Oct 2024 – Present)

Document Controller / Data Entry (Camps Department) (Oct 2024 – Dec 2024)

- Managed the check-in and check-out process for camp residents, ensuring accurate tracking of all incoming and outgoing personnel.
- Updated and maintained resident records on the company's Oracle system, ensuring data integrity and compliance.
- Organized and stored critical documents related to camp operations, maintaining a structured and accessible filing system.
- Prepared and generated reports on camp occupancy, attendance, and operational metrics.

Catering Storekeeper (Camps Department) (Dec 2024 – Present)

- Managed inventory control, ensuring proper stock levels of catering supplies and ingredients.
- Received, inspected, and stored incoming deliveries, ensuring accuracy of orders and quality of products.

- Monitored stock rotation to minimize waste and ensured timely use of perishable goods.
- Maintained a clean and organized storage area in compliance with health and safety regulations.
- Coordinated with kitchen staff and management to issue daily catering orders.
- Assisted in periodic stock-taking and reconciliation to maintain accurate inventory records.
- Updated inventory records and invoices in the Oracle system, ensuring data accuracy.
- Generated and submitted monthly reports to the head office for inventory updates.

Education

MBA in Logistics and Supply Chain Management (2025 – 2026, Present) -
SRM Institute of Science and Technology

Bachelor of Business Administration in Logistics and Port Management (2021 – 2024) -
Yenepoya Institute of Arts, Science, Commerce, and Management

Pre-Degree (2019 – 2021) –
GHSS Paivalike

High School Education (1st to 10th Standard) -
A.J.I Senior Secondary English Medium School

Languages

English | Hindi | Malayalam | Kannada | Tamil

Skills

- Administration & Documentation
- Inventory & Stock Management
- Customer Service & Communication
- Negotiation & Problem-Solving
- Active Listening & Adaptability
- Collaboration & Teamwork
- Time Management

Technical Skills

- MS Excel
- MS Word
- MS PowerPoint