



**SHAHABAS RIZVI**

## OBJECTIVE

Scaling new heights of success with hard work and dedication and leaving a mark of excellence in your firm on every step to achieve the target

## VITALS

### Address :-

Myllanchi, PO. Paravanna,  
TirurMalappuram Dt.  
676102, India

**Mob: 50 650 9495**

**Email:** shahabasrizvi@gmail.com

## PERSONAL DETAILS

**DOB:** 12 may 1998

**Gender:** Male

**Nationality:** Indian

**Religion:** Islam

**PP NO:** Z5936043

**Current location :** Dubai

## COMPUTER KNOWLEDGE

- Well versed with Microsoft word, excel, Windows XP
- Well versed with incoterms
- Well versed with all kinds of Windows OS
- Well versed in online ticketing, hotel booking, holiday packages, insurance

## EDUCATION

Degree	Board/ University	school/College	Year of passing
BBA in Logistics & Supply Chain Management	Bharathiar University	SCM Hub International Business School, Kakkanad	2021
SAP	STED council	SCM Hub International Business School, Kakkanad	2018
PLUS 2	Govt of Kerala Board of higher Secondary Examination	MMMHS KOOTAYI	2017
DIPLOMA in Graphic designing	SSM Poly- Technic	SSM Poly-Technic, Tirur Malappuram	2015

## KEY SKILLS & STRENGTHS

- Locating key suppliers, negotiating the company's purchasing agreements and making sure their materials and products meet the company's specifications.
- Experienced in planning marketing campaigns, and promoting the products and services through online and offline
- Enduring dealing and maintaining relationship with corporate, subagents, walk in clients as well as vendors.
- Good analytical and communication skills.
- Strong and good skills in analyzing sales and reporting problems related to it.
- Reliable
- Developing procedures to ensure that the manpower is optimally utilized

## INTERSHIP

**2 months internship at Axelerom International Logistics PVT LTD** (Freyer International Logistics Pvt Ltd) at Chennai. (2<sup>nd</sup> Jan 2019- 28<sup>th</sup> Feb 2019)

- Negotiate terms with suppliers such as price, quality of goods, deadlines, expectations, etc.
- Liaise with suppliers and project managers regarding updates and details of goods

## EMPLOYERS

- Sahara Travels Hajj and Umrah services ,Tirur  
(1<sup>st</sup> june 2020-07<sup>th</sup>october 2021)
- Sutherland Global solutions  
(Sep 2019-Jan 2020)

## HOBBY

- Volunteering charity
- T r a v e l i n g
- Exploring other culture

## EMERGENCY CONTACT

- Name: Salim V K
- Relation: Father
- Contact No:+919633599087
- Email:  
[salim.v.k.71@gmail.com](mailto:salim.v.k.71@gmail.com)

- Create purchase orders and tally these with supply requests and orders freight operations
- Analyze invoices to ensure accuracy of goods delivered
- Monitor inventory to ensure the flow of goods remains positive
- Export import documentation

## EXPERIENCE

Sahara Travels Hajj and Umrah Service, Tirur

- Provide information to customer's on mode of transportation, financial considerations, travel dates,and accommodations according to their requirement
  - Create documentations necessary for the acquisition of materials and services ,provide outstanding customer service and ensure customer satisfaction.
  - Provide updates about procurement related progress and potential delays on a daily basis to the Business Manager.
  - Build new client relationship as well as maintain the existing one's through effective services
  - Provide administrative support to employees, such as filing , typing , copying , scanning , answering phonecalls , giving out quotes
  - Checking in with our vendors from time to time to get quotes and deals
- Sutherland Global solutions-  
Worked night shift at McAfee Antivirus for American and European customers  
Helping customers understand their products and answering queries about their subscriptions  
Helping clients renew/cancel/extend their subscriptions

## LANGUAGES KNOWN

NO.	LANGUAGES	Understand	Read	Write	Speak
1	English	✓	✓	✓	✓
2	Malayalam	✓	✓	✓	✓
3	Tamil	✓	x	x	✓
4	Arabic	✓	✓	✓	x
5	Hindi	✓	✓	✓	✓

## DECLARATION

I do hereby declare that the above given statements are true and correct to the best of my knowledge.

Date 22-02-2022