

ANASMON NIZARUDEEN

Vayalil Thoppe, National Nagar-153, Polayathodu

Kollam, Kerala, India

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CAREER OBJECTIVE

A highly skilled, talented and professional logistic operation along with diverse experience in sales and marketing. To work with a progressive organization in which I can contribute my skills to enhance my own productivity at the same time achieving the organizational objectives with the attribute of time quality and discipline.

ACADEMIC QUALIFICATION

- BA. English (2012-2015) Kerala State University from FMNC.
- XII (2006-08) Kerala State Board from A.K.M.H.S.S, Mylapure, Kollam with 63% aggregate.
- X (2005-06) Kerala State Board from K.R.H.S.S, Kollam with 75% aggregate.

SUMMARY OF SKILLS

- Experience in handling importing and exporting activities in logistics.
- Knowledge of import, Export Customs Rules and Regulations of KSA.
- Good communication, numerical, and organizational skills.
- Working knowledge in MS Office suite, and business software programs especially ORACLE.
- Superior administrative and managing skills with knowledge of the Air, Ocean and Road movements.
- Knowledge in customs documentation and procedures.
- Possess good leadership and management skill. Ability to handle multiple tasks.
- Evaluated and analyzed logistic training techniques and job performance.

WORK EXPERIENCES

IMPORT - As Business Development Executive

Khalid M. Al Omari for Customs Clearance, Riyadh, KSA Jan 2015- Aug 2017.

IMPORT & EXPORT - As Operation Supervisor

Globe link west star shipping Saudi Arabia LLC Oct 2017- Jul 2019.

IMPORT AND EXPORT

- Minimized damage and repair costs through careful management and preventative maintenance.
- Managed shipment schedule to maximize productivity to cut costs.
- Gathered, logged, and monitored all shipping data.
- Hired and trained numerous staff.
- Constant communication with customers, vendors, agents and warehouses.
- Interaction with customers to solve the issues on time to time if there are any escalations.
- Providing exemplary service to customers by delivering consignment on time.
- Controlling expenses and increasing revenue of the organization by cutting expenses.
- Conduct weekly meeting and analyze the business forecast.

LCL

- Receiving the pre alert documents from the origin offices.
- Filling pre alert documents.
- Prepare invoices and cargo arrival notification.
- Prepare cost based on origin offices in instructions billing customer as per the management tariff.
- Sending arrival notice to consignee.
- Following destination carrier office for D/O collection.
- Releasing endorsed BL or delivery order to consignee after verifying the documents properly.

CUSTOMS CLEARANCE

- Liaising with customs officials, overseas offices, agents, and clients. □
- Arranging and preparing paperwork necessary for customs clearances.
- Ensuring trade are culminated according to custom quotas, trade agreements tariffs, and, regulations.
- Calculating import expenses and drafting pricing structures for maximum profitability.
- Managing deadlines, resolving custom issues, and negotiating with clients.
- Tracking shipments and communicating with the company exporting shipment.
- Communicated with clients and collected paperwork for international trade.
- Confirmed the nature of products to be imported and coordinated shipping processing.
- Assisted clients in importing goods through air, road, and ocean movements.

STRENGTHS

- Interpersonal skills.
- Willing to accept responsibilities.
- Energetic and sincere towards work.
- Easily adapt to new environments.
- A self-motivated individual.
- Knowledgeable in information and office procedures.
- Organized, perfectionist.
- Hardworking and enthusiastic towards new technologies.
- Goal oriented, result achiever, meeting deadlines.
- Creating a positive working environment.
- Financial management.
- Critical thinking and decision-making skills.

PERSONAL DETAILS

Name : ANASMON NIZARUDEEN.

Date of birth : 16-10-1990

Father name : Nizarudeen

Gender : Male

Marital Status : Married

Nationality : Indian

Religion/Caste : Islam/Muslim

Present address : Vayalil thoppe, National Nagar- 153,
Polayathodu, (P O) Kollam, Kerala, India
Pin: 691001

Permanent address : Same as above

Hobbies : Playing cricket, listening to music, Reading.

Contact Number : +91 8593912173

E-Mail Address : nizarudeenanas@gmail.com

Languages known :

SPOKEN	WRITTEN	READ	LANGUAGE
Yes	Yes	Yes	MALAYALAM
Yes	Yes	Yes	HINDI
Yes	Yes	Yes	ENGLISH
Yes	No	No	TAMIL
Yes	Yes	Yes	ARABIC

DECLARATION

I declare that all the information given above is true to the best of my knowledge and belief.

Place:

Date:

ANASMON NIZARUDEEN.