



MUHAMMED MASHOOD

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 Kozhikode, Kerala, India

PERSONAL INFO

Nationality : Indian
Gender : Male
Date of Birth : 21/11/1996
Marital Status : Single
Passport No : L 9100449
Date of Expiry : 01/05/2024

KEY SKILLS

- Operations Control
- Equipment Inspections
- Shipping Activity Oversight
- Logistics Database Management
- Service Improvement Analysis
- Complex Problem Solving
- Project Management
- Billing Systems

PROFESSIONAL SUMMARY

Organized and dependable Graduate with **1 year** of experience and successful at managing multiple priorities with a positive attitude. managing shipment, receipt, and organization of business supplies. Excellent abilities in controlling and auditing inventory to maintain accuracy and minimize losses. Seek dynamic, challenging role with room for advancement.

WORK EXPERIENCE

Logistics Coordinator

Al Faizon logistics Company, Salalah, Oman

Aug 2019 - Aug 2020

Roles & Responsibilities:

- Facilitate the shipping of products from one destination to another.
- Arrange transportation, schedule staff, and orchestrate deliveries to meet
- customer demand with little to no delay
- Receives products and coordinates delivery
- Prepares loads for shipment
- Takes steps to avoid quality control issues
- Makes sure warehouse capacity is kept at optimal levels
- Manages activities throughout the order fulfillment and transportation cycle to make sure established deadlines are met
- Oversees inventory of goods and vehicles
- Continually reviews freight costs, transportation rates, and/or the prices of raw materials to keep costs down where possible
- Streamlines shipping and transportation processes
- Preparing shipping documents (like invoices, purchase orders and bills of lading).

CERTIFICATE

- Certification in Graphic Design
- Certification in Dangerous Goods Handling
- Certification in Air Cargo Operations
- Certification in Sea Cargo Operations
- Certification in SAP for Material Management
- Certification in Arabic DTP

ACADEMIC PROJECT

Project on "A study on brand preference of television refers to arikulam region"

LANGUAGES KNOWN

- **English**
Professional working proficiency
- **Hindi**
Professional working proficiency
- **Malayalam**
Native or bilingual proficiency
- **Tamil**
Limited working proficiency
- **Arabic**
Limited working proficiency

HOBBIES & INTERESTS

- Reading
- Music
- Photography
- Travel

ACADEMIC QUALIFICATION

- **MBA in Logistic & Supply Chain Management**
National Institute of Business Management
(NIBM Global)
2020 - Present
- **PG Diploma in Logistic & Supply Chain Management**
Global Institute of Integral Management Studies
2018 - 2019
- **B.Com with Computer Application**
University of Calicut, Kerala, India
2015 - 2018

SOFTWARE PROFICIENCY

- **Adobe**
Photoshop
- **Ms Office**
Word | Excel | PowerPoint

STRENGTHS & QUALITIES

- Awareness
- Caring about other people.
- Collaborating and working well together with others.
- Comforting people when they need it.
- Conflict management and resolution skills.
- Encouraging and inspiring people to do their best.
- Flexibility in thinking and operating style.
- Humor and lightheartedness.
- Inspiring and motivating others to active greatness.
- Patience when dealing with others.

DECLARATION

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.



Muhammed Mashood