



CONTACT

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Dubai, UAE

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AREAS OF EXPERTISE

Quick to learn and grasp new system and procedures

Excellent interpersonal skill

Freight Documentation

Problem Solving

Ability to work under pressure

Procurement

Judgment and Decision Making

Team Player

Time Management

General Accounting

LANGUAGES

English

Hindi

Tamil(Basic)

Malayalam

SYNOPSIS

A focused, determined individual with Bachelors in Logistics Management and Supply Chain specializing in Logistics operations and document execution with experience of 3 years.

OBJECTIVE

To be a part of a world-class organization, where I can utilize and enhance my knowledge to create value and career growth by taking initiative and constructively contributing to the organization. Superior analytical and practical skills to work accurately. Highly capable of detecting errors, miscalculation and inaccurate formatting. Efficient at planning, strategizing and implementing business activities.

PROFESSIONAL EXPERIENCE

LOGISTICS COORDINATOR

JUSPAID PVT LTD, Kochi -India

July 2020 – December 2021

Juspaid PVT LTD is one of the leading E-commerce based network marketing company in Kerala with a wide range of networks throughout India with top branded home appliances and electronic materials.

- Manage and execute B2C logistics operations.
- Conduct and assist warehouse auditing with workers for stock figures.
- Prepare E-way bill for the transportation of goods
- Developing strategies for smooth functioning
- Ensuring all delivery orders are collected on time from various customers and branches
- Establish, maintain and promote high standards of customer service.
- Plan and monitor daily procurement activities
- Proper packing and labeling of consignment during shipments
- Managing the warehouse and storage with effective utilization of resources
- Producing regular reports and statistics on weekly and monthly basis

CARGO OPERATION EXECUTIVE

JET FREIGHT LOGISTICS PVT LTD | COCHIN INTERNATIONAL AIRPORT, INDIA

November 2019 – May 2020

Jet Freight Logistics is an IATA accredited air cargo agent with several branches deals with export and import business throughout India and GCC growing steadily every year.

- Preparing invoice, packing list and other documentation for the consignment.
- Customs clearing and forwarding through Indian customs portal (Focus ERP)
- Filling Airway Bill and Assisted with Indian Plant Quarantine for inspection of cargo.
- Arranging appropriate packing and labels for every shipment.
- Understanding the entire function of an organization.
- Ensuring all documents/delivery orders are collected on time from various customers and carriers
- Approaching the existing customers recommended for business and tracking of shipments.

SKILLS

Microsoft Office

Focus ERP Import & Export

Tally ERP System

Adobe Photoshop

Google Sheet

CERTIFICATION & ACHIEVEMENTS

BRITISH COUNCIL 2018

Additional Skill Acquisition Programme (ASAP-Diploma)

Attended

- UGC National Seminar on Logistics and Supply chain Management

IMPORTANT INFO

D.O.B – 12th September 1996

Gender – Male

Marital Status – Single

Nationality – Indian

Visa Status – Visit Visa

Passport No – U7761576

OPERATION EXECUTIVE

RAPID FREIGHT SERVICES | COCHIN INTERNATIONAL AIRPORT | KOCHI, INDIA

August 2018 - October 2019

- Preparing invoice and packing list
- Responsible for freight forwarding documentation.
- Assist in cargo space booking and coordination with the operation team.
- Providing better service to customers and tracking of shipments.
- Liaison with authorities at the airport for smooth functioning of operations.
- Handling and labeling the Dangerous Goods according to declaration up on the nature of cargo.

INTERNSHIP AND PROJECTS EXPERIENCE

- **COCHIN PORT TRUST ,Willington Island ,Kochi** **May 2018**
An Organizational Study at Cochin Port Trust
- **RAPID FREIGHT SERVICE ,Cochin International Airport** **May 2017**
A study on Dangerous Goods Regulations -DGR
- **KERALA STATE INDUSTRIAL ENTERPRISES –KSIE, Kochi** **April 2016**
An organizational study report on operations of Cochin International Container Freight Station -CICFS

EDUCATIONAL QUALIFICATIONS

- **IATA AIR CARGO INTRODUCTORY COURSE** **2020**
IATA Training And Development Institute, Montreal, Canada
- **BACHELOR OF VOCATION IN LOGISTICS MANAGEMENT** **2018**
Affiliated to Mahatma Gandhi University, Kottayam, Kerala
- **ADVANCED DIPLOMA IN LOGISTICS MANAGEMENT** **2018**
NSDC – National Skill Development Corporation
(Logistics Skill Council, Govt. of India)
- **DIPLOMA IN LOGISTICS MANAGEMENT** **2017**
NSDC – National Skill Development Corporation
(Logistics Skill Council, Govt. of India)
- **HIGHER SECONDARY EDUCATION** **2015**
Board Of Education, Kerala, India

DECLARATION

I hereby declared that the above given particular are true to the best of my knowledge and belief.

DATE:

RIZVAN KB