



# AL-AMEEN S M

logistics professional

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Al Raffa, Bur Dubai

## PERSONAL DETAILS

Date of birth : 06-03-2001  
Gender : Male  
Status - Unmarried  
Nationality - Indian

## ACADEMIC CHRONICLE

### PGDM IN LOGISTICS & SCM 2023

Post Graduate Diploma in Logistics and Supply Chain Management from Mithra Institute of Management Studies – STED COUNCIL INDIA

B.com in Computer Application Emmanuel College of Arts & Science. 2019-2022 (Kerala University)- Currently Certificate waiting.

Higher Secondary- Concordia Lutheran HIGHER SECONDARY SCHOOL 2017-2019

High School- St.Mary's HSS, Pattom - 2017

## PERSONAL SKILLS

> CREATIVITY  
> TEAM WORK  
> INNOVATIVE  
> HARD WORKING  
> TIME MANAGEMENT  
> COMMUNICATION

## ABOUT ME

A Logistics and supply chain management professional looking to obtain a position in a reputed organization that will provide growth, stability, and opportunity for advancement. To work in a competitive environment where I can learn new information to sharpen my knowledge and skills and contribute to the company's growth.

## INTERNSHIP

### AIWA SHIPPING & LOGISTICS

Worked as Trainee in Clearing and Forwarding Department of "AIWA SHIPPING & LOGISTICS" from 13th October to 14th November 2023

### TRAINING ATTENDED from Mithra Maritime & Logistics services ( GCC Back office )

> Training attended for Port, Customs Clearance, Forwarding formalities and Documentation  
> Special Training attended for UAE Shipping, Freight forwarding procedures and familiar with EMIRSAL2 declaration processing.  
> Customer coordination, Order & Delivery followup  
> To work in conjunction and coordination with seniors and follow all instructions related to maintaining of day-to-day Administrative & Functional affair/inter office correspondence/ Contracts documents/Sorting mail etc.  
> Prepare and follow up enquiries/quotations and documents of invoice, delivery notes

## ADDITIONAL QUALIFICATION

### Training attended for UAE shipping and Freight Forwarding

Training attended for UAE shipping and Freight Forwarding Procedures and Familiar with EMIRSAL 2 declaration processing. Air & Sea enquiry quotation, freight calculation, container stuffing calculation and CBM calculation

## PROFESSIONAL SKILLS

- >MS EXCEL
- >MS WORD
- >MS POWERPOINT
- >ADMINISTRATION

## PROFESSIONAL SUMMARY

- 1 year of experience in SHIPPING & LOGISTICS.
- Excellent ability to plan, organize, and prioritize my work to deliver timely with quality.
- Exceptional communication, interpersonal and customer relationship skills.
- Result oriented team player and a dedicated self-starter who can work efficiently in a team and work independently.
- Excellent analytical and debugging skills with proven ability in solving technical issues.
- Adaptable and open to diverse opportunities.

## LANGUAGES KNOWN

MALAYALAM: Speak, Write, Read  
ENGLISH: Speak, Write, Read  
HINDI: Speak, Write, Read  
TAMIL: Speak  
ARABIC: Write, Read

## STRENGTHS

- > Knowledge on Air, Sea, Land import/export required documents.
- > Knowledge about Import/ Export foreign trade terms, INCO terms.
- > Have knowledge about customs documentation.
- > Understanding about receiving shipments and establishing documents legalizations.
- > Knowledge about warehouse operations, In-Out frequency calculations.
- > Efficient in accomplishing the assigned projects on time.
- > Willingness to learn.
- > Ability to adapt to changes effectively.
- > Eager to take up challenging opportunities in life.
- > Ability to deal people diplomatically.
- > Creative and Innovative.
- > Ability to work in team environment.
- > Hard working, Result-oriented and able to work well under pressure.

## DECLARATION

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

DATE : 01/10/2024

PLACE : DUBAI

AL- AMEEN