



# ASHIK K.M

## CAREER OBJECTIVE

To work in a firm with a professional work-driven environment where I can utilize and apply my knowledge, skills, and experience which would enable me to grow while fulfilling organizational goals.

## CONTACT INFORMATION

- +971565997216
- ashikkms14@gmail.com
- Dubai, UAE

## AREA OF INTERESTS

- Logistics
- Documentation
- Customer Service
- Operations
- Administration
- Sales

## SOFTWARE PROFICIENCY

### ERP :

- FOCUS
- ABBY SCAN

### MS Office :

- MS Excel
- Outlook
- Internet, Social media & Mail

## PASSPORT DETAILS

- Passport No - M 3827976
- Place of Issue - Cochin
- Date of Issue - 21-11-2014
- Date of Expiry - 20-11-2024

## LANGUAGES KNOWN

- Malayalam - Read, Write, Speak
- English - Read, Write, Speak
- Hindi - Read, Write
- Arabic - Read, Write

## PROFILE SUMMARY

- B Com Graduate
- Holding Diploma in Cargo Introductory Course (IATA - FIATA)
- RMS Assistant in GWC Logistics, Doha, Qatar - (2.1 Years)
- Documentation, Operation Executive in Atlas Logistics Pvt Ltd (1.6 Years).



## PROFESSIONAL EXPERIENCES

### RMS Assistant (Record Management Service) - 2021 April to 2023 May Worked for GWC Logistics, Doha, Qatar

- Document digitalization and scanning.
- Maintaining a record system of customers' private and confidential document details.
- Performs document digitization of client-requested files by receiving, sorting scanning, and updating files and records, as per the agreed criteria for ease of retrieval.
- Listen to customer's concerns, issues, and questions.
- Recommend possible products to meet the customer's needs.
- Resolve customer's concerns and answer customer's questions to the best ability.
- Operations support and related services to RMS and other business units.

### Documentation and Operation Executive - July 2017 to January 2019 Worked for Atlas Logistics Pvt Ltd (An SBS Group-Japan) - [Cochin International Air Port Nedumbassery, Kerala, India]

- Export Documentation.
- Export Bill Filing (Customs).
- Export customs Clearance.
- P.Q Coordination and Filing.
- Following up on the arrival of Air Cargo with respective Airlines and confirming same to the client.
- Preparing daily, weekly, and monthly consignment statements and providing the same through E-mail to the clients.
- Solving the problem related to documentation.
- Tracking cargo and entering tracking data into the export/import operations system.
- Keep records of all goods shipped, received, and stored.

PERSONAL DETAILS

- Gender - Male
- Date Of Birth - 30/05/1996
- Native - Thrissur, Kerala
- Nationality - Indian

MAJOR PROJECT DONE

- Kahramaa – Document digitalization, Doha, Qatar

REFERENCE

- **Girish Babu**

Senior Freight Officer, Kuwait Airways, Cochin International Airport, Ph : +919846744411

- **Praveej T.V**

Branch Manager, Atlas Logistics Pvt Ltd. Cochin, +919746724422

EDUCATION HISTORY

- **Degree - Bachelor of Commerce**  
Annamalai University (2018)
- **Higher Secondary - Plus Two Commerce**  
Higher Secondary Examination Board, Kerala (2015)
- **Secondary - SSLC**  
Public Examination Board, Kerala (2013)

CERTIFICATION /PROFESSIONAL QUALIFICATION

- **Certified in IATA / FIATA**

Basic Cargo Introductory Course (IATA Aviation training and development institute, Montreal, Canada - SCAN Academy PVT.Ltd, Kochi - 2017

KEY COMPETENCIES AND SKILLS

- Good interaction abilities and professional personal display.
- Quick learner, Smart working, Positive thinking & Creative.
- Energetic, hardworking, and reliable.
- Ability to work effectively with all levels of an organization.
- Perfectionist in any work assigned, Team player with the ability to lead.