

# Ahmad Saheer C H

Dubai, UAE | +971501346376 | [shaheercheyyu@gmail.com](mailto:shaheercheyyu@gmail.com) | [linkedin.com/ahmadsaheerch](https://www.linkedin.com/ahmadsaheerch)

## SUMMARY

---

Entry-level supply chain specialist with a great interest in logistics industry. Eager to learn and contribute as a team member, with an optimistic attitude and an adventurous personality, who is also a good collaborative worker, a good listener, and a very adaptable individual. Seeking a responsible, challenging work where I can make a big impact at a company that provides actual opportunities for advancement.

## WORK EXPERIENCE

---

### Penial Healthcare

Kerala, India

#### Office Assistant

Dec 2022 - Sep 2023

- Assisting the MD with his office, travel, and other needs.
- Arranged MD's calendars and meetings.
- Assisted with administrative duties.
- Driver of MD.
- Warehouse activities like scanning, picking, and packing

### DTDC Express Limited

Kerala, India

#### Delivery Executive

Jul 2022 - Dec2022

- Scanning the consignments and planning the delivery route for easy distribution.
- Ensuring that packages and other items are delivered to intended recipient on time.
- Provided excellent customer service.

## EDUCATION

---

### Kannur University

Kerala, India

Bachelor of Business Administration with Travel and Tourism Management

Graduation: Apr 2022

### Chartered Institute of Logistics and Transport UK

Kerala, India

PG Diploma in Supply Chain Excellence

Graduation: Aug 2023

## SKILLS

---

Order Management, Inventory control, Team work, Excel, Word, PowerPoint, Adaptability, Customer satisfaction, Organizational skills, Team Management, Multitasking, Task Prioritizing, Report generation, Operations oversight.

## LANGUAGES

---

Malayalam (mother tongue), English (C2), Hindi (B2), Arabic(A2)