

ARSHAK JASEEL CK

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Abu Dhabi - UAE



LOGISTICS & SCM COORDINATOR

Result driven personnel with more than 2 years of increasingly responsible experience. Extensive background in a variety of office administration duties. Works well in high - pressure settings with minimal supervision in both leadership and team roles. Looking forward for a responsible position where I can apply all of my knowledge and skills to the most.

CORE SKILLS

- Inventory management
- Procurement management
- Market Research & Analysis
- Customer Service
- Transportation management

PROFESSIONAL EXPERIENCE

LOGISTICS EXECUTIVE AT AKBAR TRADING COMPANY, MARCH 2021 – OCTOBER 2022)

- Supports company operations by maintaining office systems and supervising staff
- Responsible for providing end to end coordination with the clients from processing of all orders with accuracy and timelines giving the dispatch schedule in line with client requirements.
- Preparing quotations and follow upon Invoice payment with clients.
- Coordinating with production team to meet clients dispatch schedule.
- Developing and maintaining filing systems so as to maintain sales records, prepare reports, and provide financial information to management
- Follows up and coordinates daily with customer on purchase orders under pipeline or under process.
- Addressing the queries of the customers and providing them with required information, visiting clients directly if required

OFFICE ADMINISTRATOR AT SAMEER TRADING COMPANY, FEBRUARY 2020 -MARCH 2021

- Maintains office services by organizing office operations and procedures
- Designing filing systems
- Coordinating office activities and operations to secure efficiency and compliance to company policies
- Keep stock of office supplies and place orders when necessary
- Assist colleagues whenever necessary

INTERNSHIP AT FOOD CORPORATION OF INDIA (FCI)

- Inventory keeping
- Weigh bridge operations
- Warehouse handling

PROFESSIONAL QUALIFICATIONS

- LOGISTICS AND SUPPLY CHAIN MANAGEMENT, Ibis academy Thrissur, 2020
- BACHELOR OF ARTS IN ENGLISH, CALICUT UNIVERSITY 2015-2018
- HIGHER SECONDARY HUMANITIES from GVHSS kalpakanchery, 2015
- SECONDARY SCHOOL LEAVING CERTIFICATE from Cherulal HSS 2013

ADDITIONAL QUALIFICATIONS

- Microsoft Office Excel 2016 (Certiport ID: 90050827)

ADDITIONAL INFORMATION

Father name	-	Mohamedali CK
Nationality	-	INDIAN
Marital status	-	Single
Date of birth	-	24/12/1996
Religion	-	Muslim
Physical health Status	-	Excellent
Height & Weight	-	173 cm & 68 Kg
Passport number	-	R1145241
Passport expiry date	-	04/06/2027
Visa status	-	Visit Visa
Languages	-	English, Hindi, Malayalam

Declaration

I do hereby declare that above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

ARSHAK JASEEL CK