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| |  | | --- | |  | |  | | M M M AZEEZ  Shipping Coordinator | |  | | PROFESSIONAL EXPERIENCE | |  | |  | | S.A TALKE Ltd (Saudi Arabia) | 06th July 2014 – 29th Sep 2022 | |  | | * Responsibilities of coordinating and supervising hauler for containers collecting from shipping line to plant for stuffing * prioritizing based on ETA and follow up with shipping line for manifest once plant released the packing list (P/L) * Sharing the shipment advice (SA) to consignee once receive from SL after vessel depart. * Further having experience in NAVIS N4 system (CTMS-1) while working container gate as dispatcher. | |  | |  | | G-FX Design Solutions (Sri Lanka) | August 2001 – 16th January 2009 | |  | | * Responsible for monitoring of printing TOP PROPERTY magazine and distribution for Keels, Cargill’s and Arpico outlets * Additionally done the Banking and administration activities. | |  | |  | | Kent Aitee Partnership (Pvt) Ltd | 06th July 2000 – 23rd July 2001 | |  | | * Responsible supervising of manufacturing corporate gift hampers act.   Tea Surveyor | | A.T.S. Colombo (Pvt) Ltd (Sri Lanka) | 01st Oct 1999 – 30th June 2000 | |  |  * Creating records of survey results   Dispatch Clerk – Promoted as Shipping Coordinator  Production Assistant  Production Assistant – Promoted as Distribution Manager | |  |  |  | | --- | --- | --- | |  | | | | CONTACT | | | |  | | | |  | WatsApp **+971 568772996** | | |  | mazeez3091@gmail.com | | |  | 44A Maligawatte lane Colombo 10, Sri Lanka | | |  | linkedin.com/in/azeez.mm | | |  | | | |  | | | | PROFILE | | | |  | | | | “As results-driven Assisting & Coordinating experience on the shipping consignee industry. Possess a strong aptitude for management, budgeting, and data analysis. Proven track record of delivering successful work on time and under budget, with a commitment to providing exceptional customer service.” | | | |  | | | |  | | | | EDUCATION | | | |  | | | | GCE-O/L- Zahira College | | | | Completed GCE-Ordinary Examination in 1996 | | | |  | | | |  | | | | KEY SKILLS | | ADDITIONAL SKILLS | |  | |  | | Microsoft Office | | English (Intermediate) | |  | |  | | Administration | | Hindi (Intermediate) | |  | |  | | Supervising | | Tamil / Sinhala | |  | |  | |