|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
|  |
|  |
| M M M AZEEZShipping 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 CoordinatorProduction AssistantProduction 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 |
|  |  |

 |