



HIJAS THANZEEL

Dubai, Deira, UAE

+971 567624350

hijazedava10@gmail.com

Personal Details

Nationality : Indian
D.O.B : 03/04/1999
Gender : Male
Marital Status : Single
Passport No : T9922119
Visa Expiry : 15/6/2025

Personal Skills

- *Communication*
- *Motivated*
- *Team work*
- *Interpersonal Skills*
- *Flexible*
- *Problem Solving*
- *Critical Thinking*
- *Decision Making*

Professional Skills

- *Supply chain management*
- *Stock management*
- *Warehouse picking*
- *Quality Control*
- *Planning*
- *Shipping & receiving*
- *Packing*
- *Successfully learned and implemented Amazon Affiliate Marketing strategies.*
- *Created and shared affiliate links to drive traffic and generate sales.*
- *Utilized social media and content marketing to promote products.*
- *Gained knowledge of commission structures, tracking, and Amazon's policies.*

Profile

Results-oriented professional with extensive experience in both warehouse operations and hospitality management. Proven expertise in inventory control, order fulfillment and quality assurance in logistics, alongside strong skills in guest relations, operational coordination and employee data management in the hospitality industry. Demonstrated ability to manage high-volume tasks efficiently, ensuring smooth operations, customer satisfaction and adherence to safety standards. Seeking opportunities to apply diverse skills in warehouse management, customer service, and administrative operations to contribute to the success of a dynamic team or organization.

Experience

WAREHOUSE ASSOCIATE – MAHINDRA LOGISTICS, KOCHI, INDIA

2023 – 2024

Key responsibilities

- Efficiently received and verified incoming shipments, ensuring accurate inventory documentation and correct warehouse merchandise.
- Organized and managed warehouse space, optimizing stock arrangement and storage to maximize efficiency.
- Picked, packed, and processed high-volume orders, consistently meeting and exceeding daily performance targets.
- Loaded and unloaded goods from trucks, ensuring proper handling and placement of items for safe and timely distribution.
- Inspected products for defects, damages, and discrepancies, ensuring quality control standards were met before dispatch.
- Maintained inventory accuracy by regularly checking stock levels, organizing items, and performing cycle counts to prevent shortages.
- Performed administrative tasks, including processing customer invoices, filing documents, and supporting warehouse operations with timely reporting.

ADMINISTRATOR – SERENE LAKE RESORT, TRIVANDRUM, INDIA

2020 – 2023

Key responsibilities

- Managed guest check-ins and check-outs efficiently, ensuring a smooth and welcoming experience for all visitors.
- Handled customer-facing activities, providing prompt assistance and support to ensure a high level of guest satisfaction.
- Maintained and updated comprehensive guest data, including personal details and preferences, to streamline resort operations and enhance guest experience.
- Oversaw overall operational tasks related to guest services, ensuring seamless coordination between departments for optimal service delivery.
- Ensured the safety and security of guests by monitoring service quality, food safety, and amenities to meet resort standards.
- Managed employee data, ensuring proper documentation and records are kept for payroll, scheduling, and performance tracking.

Computer Skills

- MS Office (Word, Excel, PowerPoint)
- SAP
- Basic Operations
- Internet and Email

Languages

- English
- Hindi
- Tamil
- Malayalam

Reference

- RAJI
(IMS INSTITUTE, KOCHI)
+91 96459 33355

Education

2023

PROFESSIONAL DIPLOMA IN LOGISTICS AND SUPPLY CHAIN

Excellence Chartered - CILT.UK International (Level 5 certificate)

Chartered Institute of Logistics and Transport, India

2017

HIGHER SECONDARY

Board of Higher secondary Examination, Kerala, India

Training & Certifications

- Certificate of Appreciation (IMS)
- Certificate of personal Evolution
- Certified Employability program
- Leadership (NPTEL)
- Fundamental of Digital Marketing (Google)
- Webinar Stock market (Shine projects)

Project

- Supply chain risk management in Mahindra Logistics

Declaration

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

HIJAS THANZEEL