

HIJAS HASSAN

LOGISTICS PROFESSION

Detail-oriented logistics professional with extensive experience in warehouse management, event operations, and logistics coordination. Proven ability to optimize workflows, manage inventory, and ensure timely delivery. Demonstrated expertise in coordinating large-scale events and handling complex logistics challenges. Currently seeking new opportunities to leverage my skills in a dynamic and growth-oriented environment.

WORK EXPERIENCE

OPERATION ASSOCIATE 06/2023 - 11/2023
RIVIGO BY MAHINDRA LOGISTICS BANGLORE | **INDIA**

Responsibilities:

- Coordinated daily logistics operations, ensuring timely and efficient transportation of goods.
- Monitored and managed supply chain activities, optimizing routes and delivery schedules to improve operational efficiency.
- Utilized logistics management software to track shipments, update statuses, and maintain accurate records.
- Collaborated with cross-functional teams to resolve operational issues and enhance service quality.
- Conducted regular performance analysis, identifying areas for improvement and implementing corrective actions.
- Provided support in inventory management, ensuring accurate stock levels and timely replenishment.
- Ensured adherence to safety and regulatory compliance standards, promoting a safe working environment.
- Assisted in training and onboarding new team members, fostering a collaborative and efficient work culture.

EVENT ASSISTANT 09/2022 - 12/2022
FIFA WORLD CUP AT GWC **QATAR**

Responsibilities:

- Provided on-site support to event staff and volunteers, addressing and resolving any logistical issues promptly.
- Collaborated with the event management team to ensure compliance with safety and security protocols.
- Facilitated communication between various departments, ensuring smooth coordination and information flow.
- Assisted in the management of crowd control measures, ensuring the safety and comfort of event attendees.



CONTACT

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- Deira, Dubai, **UAE**

EDUCATION

- B.Com (Tourism and Travel Management)**
University of Kerala,
Thiruvananthapuram, India | 2021
- Plus Two (Science)**
Kerala Higher Secondary
Education, India | 2018

SKILLS

- Inventory Management
- Supply Chain Optimization
- Logistics Coordination
- Warehouse Operations
- Event Management
- Shipping and Receiving
- Data Entry
- Quality Control
- Order Fulfillment
- Team Collaboration
- Safety Compliance
- Customer Service
- Route Optimization
- Inventory Audits
- Performance Analysis
- Time Management

INTERNSHIP

04/2022 - 05/2022

COCHIN INTERNATIONAL CONTAINER FREIGHT STATION (KSIE)

Responsibilities:

- Assisted in the coordination and management of container shipments, ensuring accurate documentation and timely processing.
- Collaborated with the logistics team to streamline operations and improve efficiency in cargo handling and storage.
- Participated in inventory audits, verifying the accuracy of records and resolving discrepancies.
- Gained hands-on experience in customs clearance procedures, assisting with the preparation of necessary documentation.
- Provided customer service support, addressing inquiries and resolving issues related to shipments and logistics.

WAREHOUSE ASSISTANT

06/2021 - 03/2022

SS AGENCIES, EZHIPPURAM PARIPPALLY | KERALA

Responsibilities:

- Efficiently picked, packed, and prepared orders for shipment, ensuring accuracy and timely delivery to customers.
- Received and inspected incoming shipments for accuracy and quality, documenting any discrepancies and coordinating returns or replacements.
- Conducted regular quality checks on stored products, ensuring compliance with company standards and customer specifications.
- Worked closely with team members to improve operational workflows and support overall warehouse performance.

DECLARATION

I hereby declare that the above mentioned statement is correct and true to the best of my knowledge and belief.

HIJAS HASSAN

PROFESSIONAL QUALIFICATIONS

- **Advanced Diploma in Logistics & Supply Chain Management - STED Council**

Global Institute of Integral Management Studies, India | 2022

- **Advanced Certificate in Logistics & Supply Chain Management - World University Consortium**

Global Institute of Integral Management Studies, India | 2022

- **Certificate in Logistics - Confederation of Indian Industry**

Global Institute of Integral Management Studies, India | 2022

COMPUTER KNOWLEDGE

- **Microsoft Office**
Excel, Word

CERTIFICATES

- Air Cargo
- Dangerous Goods Handling
- Sea Cargo
- Indian Red Cross Society
- SAP for Materials Management
- National Service Scheme

LANGUAGE

- English
- Hindi
- Tamil
- Malayalam

PERSONAL DETAILS

- Nationality : Indian
- Date of Birth : 19/02/2000
- Visa Status : Visit Visa
- Passport No : T8205276
- Driving license : India
- License No : 24/6120/2018