



MOHAMED SHAHID VALIYAKATH

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com

Objective

Proficient Office Coordinator skilled in managing records and company database with efficiency and accuracy. Exceptional leadership and communication skills illustrated over 3 years of experience in office roles.

Personal Details

- Nationality : INDIAN
- Place : Dubai

Experience

- **Office Coordinator** 2021 - Still working
ABC CARGO AND COURIER LLC - RAS AL KHAIMAH,
 - Work directly with customers discussing shipping options and calculating costs to deliver mail and freight domestically and/or internationally
 - Prepare all bills, invoices, liability waivers and other documents for customers to review and sign prior to shipment
 - Use tracking software to follow the progress of shipped items and to both confirm their receipt and notify customers of completed deliveries
 - Take the necessary steps to retrieve, process and record all of the paperwork and funds accompanying certified mail or payment on delivery packages
- **Security assistant** 2015 - 2021
JET AIRWAYS INDIA PVT LTD - CALICUT AIRPORT, INDIA
 - Inspecting checking baggage's and cargo packages to ensure that packages are properly labelled and sealed
 - Conducting bag screening using x-ray scanning and explosive detection devices
 - Coordinating with other security personnel and law enforcement officers during investigations of security breaches or other crimes
 - Monitoring surveillance cameras to identify potential threats or criminal activities

Education

- **Bachelor of Business Administration FINANCE** 2015
Manonmaniam Sundaranar University
Seccound
- **Diploma of Higher Education AVIATION** 2014
IATA Training and development institute
First

Skills

- UAE Drivers license science 2022

RELAVENT COUSE

- Screener's certification from BCAS
- Basic AVSEC certificate from BCAS(Bureau of civil aviation security,)
- Basic Airport Handling Training (jet Airways1 Ltd)Basic Airport Handling Training (jet Airways1 Ltd)
- Dangerous Goods Regulations (DGRA)
- Document check