

MOHAMMAD SHAHIR P S

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Location: United Arab Emirates

Profile

I define myself as a confident, creative person who constantly looks forward to improvisation, dedication, and determination. This is my policy toward work. If given an opportunity, I promise I will work with absolute sincerity and give my best to the organization. I seek challenging opportunities in a reputable organization for the organization's success and my career growth.

Work Experience

Logistics Assistant - Estrellas International FZE (11/2023 - 04/2024)

- **Shipment Handling:** Processed incoming and outgoing shipments, prepared shipping documents, and ensured timely deliveries.
- **Inventory Management:** Maintained accurate records of inventory levels, received and stocked goods, and organized storage areas.
- **Order Processing:** Processed and tracked orders, updated logistics systems, and resolved delivery discrepancies.
- **Administrative Support:** Performed Freight Forwarding, Handling Company Email, filing, data entry, checking company mail, and preparing reports.
- **Communication:** Communicated with suppliers, carriers, and customers to resolve issues and ensure smooth operations.

Professional Course

- **Diploma in Architectural Design and Logistics**

Techademics Institute, Thrissur, India (05/2023)

Education

- **Bachelor of Commerce (B Com)**

Mercy College Pavaratty - Bharathiar University, India (01/2023)

- **Higher Secondary**

MASM VHSS, Venmanad - Kerala Higher Secondary Board, India (03/2019)

Professional Skills

- Architectural Design and Logistics
- Customer service
- Office administration
- Business acumen
- Management and administration

Computer Skills

- Microsoft Word
- Microsoft Excel
- Internet and mail correspondence

Personal Strengths

- Attention to detail and accuracy
- Organizational and time management skills
- Analytical and problem-solving skills
- Communication and interpersonal skills
- Ability to work under pressure and meet deadlines
- Confidentiality and discretion when handling sensitive financial information
- Adaptability and willingness to learn new skills and software

Languages Known

- English (Read, Write, Speak)
- Malayalam (Read, Write, Speak)
- Hindi (Read, Write, Speak)