



MUHAMMAD AZEEM

LOGISTICS COORDINATOR

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A Jazeera Al Humra, Ras al
Khaimah

OBJECTIVE

Logistics Coordinator Professional with 18 months experience in the manufacturing of pharmaceutical glass bottles industry. To obtain a challenging job that will allow me to gain experience and knowledge while putting my years of customer service experience to the company's advantage.

EXPERIENCE

February 2019 to May 2021

Sales Executive (Mizaj Clothing Brand - Pakistan)

- 1) Profitably designed and maintained marketing development strategies to retain and create new outlets
- 2) Kept track of sales at shops vertical and horizontal growth and resolved retailers complains.
- 3) Studiously organized brand awareness activities.

June 2021 to April 2022

Assistant Manager (Mizaj Clothing Brand - Pakistan)

- 1) Actively coordinating with activities of sales team to build & maintain healthy and profitable relationship with clients and other associates.
- 2) Ingeniously working on proper resource management for successful & timely completion of tasks.
- 3) Robustly designing innovative marketing strategy to boost market penetration.
- 4) Facilitating hiring process and training sales team; tactfully introducing team building exercises and incorporating new processes that increase profitability

May 2022 to till now

Logistics Coordinator (Rak Ghani Glass LLC – UAE)

- 1) Order processing management
- 2) Planning / Booking / Transportation of orders with shipping lines / transportation companies / freight forwarders.
- 3) Coordinate with Shipping Lines Courier / Freight forwarders

EDUCATION

IT Basic (Basic Ms Excel, Power Point, Outlook and etc) - 2017

Matriculation (2018)

Intermediate in Commerce (2020)

BBA from Virtual University (starts in 2023)

PERSONAL INFORMATION

- DOB – 18 DECEMBER 1999
- MARITAL STATUS – MARRIED
- RELIGION - ISLAM

KEY SKILLS

- MARKETING AND SALES
- PROJECT MANAGMENT
- PLANNING
- MS WORDS & MS EXCEL
- MS OUTLOOK
- EXPORT DOCUMENTATION
- DISTRIBUTION OPERTATIONS

LANGUAGES

- URDU
- ENGLISH
- PUNJABI
- HINDI

4) Coordination with Internal Department & WH Team on upcoming orders and execution.

6) Prepare Shipping / Commercial Invoice / Packing list / Certificate of origin (From Rak Chamber & Ministry of Economy) / Bill of Lading / arrangement of Various Certificate as per Customer's requirement.

REFERENCES

[Available upon request.]
