

# NASEEB H



RF-1, Al Khayyal building no:140,Al Jaddaf, Dubai

Mob: +971-568501165

Email: [naseebhaneef860@gmail.com](mailto:naseebhaneef860@gmail.com)

LinkedIn: <https://www.linkedin.com/in/naseebhaneef>

Visa Status: **Visit-Visa Expired- 31/03/2024**

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## OBJECTIVE

Hardworking and detail-oriented logistics professional seeking a challenging role in the field of logistics and supply chain management. Utilize my strong organizational and problem-solving skills to contribute to the efficient and smooth operation of logistics processes

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## PERSONAL STATEMENT

Versatile Manager able to handle a wide range of business needs, including strategic planning, promotional activities, and human resources. Adept at stepping into different roles every day to enable smooth business operations to evolve and meeting changing demands

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## CORE RESPONSIBLE AREAS

Administrative duties | Airway bill Creation | Stock management | Food Products | Shipping and receiving process | Unpacking boxes | Delivery of products | Distributing stock | Stock control | Receiving deliveries | Inbound Outbound | Tracking deliveries | Packing | Restocking shelves | Labeling goods | Manual handling | Verifying inventory | Warehouse Managing | Order processing | Product labeling | Keeping records | Quality Assurance | Manpower Hiring | Roaster Management | Target Achievements |

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## WORK HISTORY

### Eco Freight

Dubai, Emirates  
06/2023 – 11/2023

### Export/Import Operation Executive (DHL, ARAME, FEDEX, UPS)

Maintain control and ensure regulations to all import and export processes and monitor work according to corporate and local policies and evaluate all new custom requirements and supervise everyday operations according to standard procedures. Assist to obtain all required import permits and export licenses for all processes, Coordinate with marketing and sourcing department to establish an efficient export classification and prepare tariff schedule. Perform all record keeping processes and maintain records of all entry. Evaluate all items for import and ensure accuracy in all values and collaborate with customer brokers to provide clearance of all imports and maintain required documents, Monitor and provide response to all custom inquiries and requests and obtain required product certifications for all export and import products for custom clearance. Collaborate with various departments and obtain all certification documents and ensure compliance to all import and export policies and perform regular audits on all broker activities

### Licious

Kerala, India  
01/2022 - 03/2023

### Hub Manager

Have to manage the entire inventory of Products, Non-RM (Packing material, cleaning equipment, etc.) Ensure that the right number of products have been delivered by PC. There is the documentation for all the products coming and going out, Ensure that his team is well-groomed and always punctual to work. collect the Sales cash from the Delivery Executive and be accountable for the UPI/Online transactions and hand over all the Sales Cash to the Finance team periodically

### Ecom Express Pvt Ltd

Kerala, India  
07/2020 - 01/2022

### DC Manager

Responsible for overall performance and smooth functioning of the DCS. Follow up, escalate and track all operation security concerns related to DC time to time, Check pendency at DC and ensure all loads is attempted on Day1 of receipt Monitor all RVP pendency and quick collection of RVP assigned. Review monthly delivery performance of all staffs and Monitor that SALL Tally is done. Everyday Conduct regular operations process training and ensure process adherence by all staff Check process flaw and ensure correct layout plan of DC

**Udaan Express**

Kerala, India  
10/2017 - 04/2020

**Supervisor**

Store Management in Palakkad, Direct Supervision, Training & Mentoring of Field Staff, ensuring product improvement through motivation, maintenance of MIS & Performance Evaluation. Work as liaison between customer & AR department for collection of receivables when needed. Handling COD's & Deposits

**Federal Bank**

Kerala, India  
09/2016 - 09/2017

**Technical Instructor**

Manage deposits, employee and vendor payments, invoices and receipts, and keep QuickBooks updated to help customer to create new account opening and cash deposit details. Help to create new bank SB,NRI and OD account and update customer details in bank log book and computer through the banking portal

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**QUALIFICATIONS****Diploma In Electronics and Communication**

Hindustan College of Engineering  
Tamilnadu, India 2014

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**TECHNICAL SKILLS**

- Supply Chain Management Software
- Data Analysis and Reporting
- RFID and Barcode Technology
- Geographic Information System (GIS)
- Warehouse Management System (WMS)

**PERSONAL SKILLS**

- Organization Skills
- Communication Skills
- Creative problem Solving
- Adaptability and Flexibility
- MS-Office (Word & Excel)

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**ACHIEVEMENTS**

- Awarded for Best Hub Manager for the months June & July 2022

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**REFERENCE**

Available on Request

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**LANGUAGE SKILLS**

Language	Read	Write	Speak
ENGLISH	➤	➤	➤
MALAYALAM	➤	➤	➤
TAMIL	➤	➤	➤
HINDI	➤		➤

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**DECLARATION**

Am here by declare that all the facts given above are true and correct to the best of my knowledge

Naseeb.H