



**NAVAS P MOHAMMED**

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To join a progressive organization who offer opportunities for creativity and career development in a highly competitive environment. I wish to be placed in a growth-oriented company with challenging and responsible position that offers the opportunity for advancement and utilizing my skills to showcase best of my calibre.

#### Skills

- ❖ Logistics Management
- ❖ Supply Chain Management
- ❖ Transportation
- ❖ Warehouse Operations
- ❖ Shipping
- ❖ International Logistics
- ❖ Transportation Management
- ❖ Inventory Management
- ❖ Third-Party Logistics (3PL)

#### **Educational Qualification**

##### **WAREHOUSE MANAGEMENT AND INVENTORY MANAGEMENT**

**2023–2023**

SLBS , Kochi ,kerala,india

##### **BBA Logistics and Supply chain management**

**2015–2018**

Bharthiar University, Coimbatore, India

##### **Higher Secondary Education**

**2014–2015**

ACKHM ICA School,Trissur,Kerala, India

##### **Secondary Education**

**2010 –2013**

Amal English School, Trissur,Kerala, India

#### **Work Experience**

##### **Warehouse Assistant**

**Sylcon shoes & bags , Cochin, India (Mar 2023- Jan 2024),**

- Received, moved, checked and stored incoming goods and ensured they are of accurate quantity, type, and acceptable quality.
- Conducted inventories to verify audit readiness, quality control and accuracy of stock on hand.
- Packaged and labeled products before they are dispatched.
- Selected space for storage and arranged for goods to be placed in the proper areas.
- Made sure that daily inventory processes are completed on the same day.
- Loaded and unloaded vans, trucks and other transportation vehicles.

## **Junior Operation Co-Ordinator**

**AIWA SHIPPING & LOGISTICS , Cochin, India (Mar 2018- Oct 2019)**

- Oversee all logistics operations including warehousing, shipping, receiving, inventory control, loading and purchasing.
- Collating and processing initial order sheets for incoming and outgoing goods.
- Responsible for managing the loading of Vehicle and Container.
- Signing delivery notes upon receipt of shipments.
- Providing updated shipment information via email.
- Warehouse cargo assortment and arranging.
- Order segregation according to customer requirement.
- Keep records of stock updated.
- Container Planning and lashing
- Making sure all stock is labeled and stored correctly.
- Ensuring the accuracy and quality of all goods are first class.
- Inspecting Container and goods.
- Carrying out health and safety check.
- Preparing invoices and receipts
- Unpacking items and arranging these on shelves, if needed.
- Ensuring that the facilities remains clean, sanitary, and well-organized.
- Coordinate with the supplier for orders, invoice and Maintain good relationship with the suppliers.
- Making Quotations and request orders.

## **Freight Forwarding Intern**

**AIWA SHIPPING & LOGISTICS, Cochin, India (Sep2017 – Mar2018)**

Successfully done 6-month Internship program as a Trainee in Freight forwarding department. Trained in Sales, Documentation, customer Service and Operations in Freight forwarding.

### **TRAINING ACQUIRED:**

- Attended training on ocean freight
- Attended communication & negotiation training
- Warehouse operation training
- Attended training on shipping documentation.

## **Personal Details**

Nationality : Indian  
Date of Birth : 06<sup>th</sup> June 1995  
Marital Status : Single  
Passport No : S2009962 valid up to 15<sup>th</sup> April 2028  
Languages Known : English, Hindi & Malayalam  
Visa Status : Visit Visa, Expiry: 09-04-2024

## **Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Place: DUBAI, UAE**

**NAVAS P MOHAMMED**