



NASIM DILSHAD K

CONTACT



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Sharjah

EDUCATION

- Professional Diploma in Shipping and logistics.
- B. Com - CA
Calicut University
- Plus, two / Government higher secondary school
- SSLC
Board of Public Examination

SKILLS

- Ability to perform effectively under stressful situation.
- Strong computer skills.
- communication and coordination skills
- Problem solving.
- Teamwork & collaboration

LANGUAGES

English

Hindi

Arabic

Malayalam

PROFILE

Dedicated Data Entry & Warehouse Assistant with 2 years of experience in inventory management, data processing, and warehouse operations. Proficient in Microsoft Excel, SAP, and WMS, ensuring accurate data entry, stock tracking, and efficient warehouse coordination.

PROFESSIONAL EXPERIENCE

Port Declaration & Documentation Officer

TOKYOFREIGHT | Calicut | 2021-22

- **Customs & Port Declarations:** Prepared and submitted accurate import/export declarations to customs authorities and port officials.
- **Data Entry & Record-Keeping:** Maintained accurate records of shipments, customs duties, and compliance reports for audit and tracking purposes.

Data Entry & Warehouse Assistant

GULF INTERNATIONAL LLC (Member of Albatha Group) | sharjha | 2023-present

Key Responsibilities:

- **Data Management:** Accurately input and update inventory records, purchase orders, and shipment details in the company database.
- **Inventory Control:** Assisted in tracking stock levels, conducting inventory audits. Invoice collection and delivery order creation
- **System & Software Use:** Utilized Microsoft Excel, SAP, and WMS to manage inventory logs and generate reports.

COMPUTER SKILLS

- MS Word
- MS Excel
- SAP

Reference: Up on request.