



# 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.

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