



Contact

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Education

- Master of Business Administration(MBA) in Logistics & Supply chain management.
University of Mysore | 2016 - 2018
- Bachelor of Business Administration(BBA) in Human resource.
University of Calicut | 2013 - 2016

Expertise

- Active listening
- Adaptability
- Logistics management
- Warehouse operations
- Supply chain operations
- Distribution management
- Multitasking
- Record preperation
- MS office : word, excel, power point

Language

English Hindi Malayalam
Tamil Arabic

MOHAMMED SHAREEF

LOGISTICS COORDINATOR

Professional summary

Experienced professional skilled in customer service, time management, and trend tracking, adept at problem-solving and creating effective solutions. Exceptional verbal and written communicator, with a proven history of fostering positive relationships and surpassing goals.

Experience

- 2020 - 2023
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Logistics & warehouse coordinator
 - Coordinated shipment details, recording load data and destination in [Victory Arch].
 - Tracked and traced in-transit loads to stay updated on shipment status.
 - Communicated with carriers to confirm delivery windows and reduce shipment delays.
 - Drafted shipment BOLs, packing lists, invoices and shipping labels.
 - Set appointments for receiving or delivery and followed-up with destination personnel to confirm receipt.
 - Completed daily delivery log for incoming deliveries.
 - Built and maintained strong working relationships with customers, employees and vendors.
 - Cooperated & assisted with operational & administrative department.
- 2018 - 2019
International Shipping Bureau, India
Logistics administration
 - Organized and updated file systems, keeping records easily retrievable.
 - Proofread and edited documents and reports for staff.
 - Took direct dictation, read notes or listened to recordings and transcribed information.
 - Met legal requirements by correctly completing important forms.
 - Managed incoming and outgoing mail, packages and faxes.
 - Delivered products locally, operating trucks and vans to meet schedule demands.