SHAFEEK.K

Dedicated professional with a Master's Degree and expertise as a Logistics Coordinator. Specialized in air and sea shipping with entry level experience, Adept at driving continuous improvements to enhance operational efficiency. Eager to contribute expertise and make a positive impact in a forward-thinking organization.

KEY SKILLS

- Supply Chain Management
- Shipping & Receiving
- Inventory Management
- Air Cargo
- Documentation
- Record-keeping
- Team Work
- Multitasking
- Pro-active
- Confidentiality
- Problem Solving
- Adaptability

WORK EXPERIENCE

LOGISTICS CO-ORDINATOR| Aug 2022 – July 2023
SEA BREEZE CARGO & LOGISTICS, INDIA
KEY RESPONSIBILITIES

- Coordinate and monitor supply chain operation.
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction.
- Utilise logistics IT to optimise procedures.
- Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs.
- Plan and track the shipment of final products according to customer requirements.
- Prepare accurate reports for upper management.

TECHNICAL SKILLS

- MS Office
  (word, excel, power point, outlook)

PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 31/05/1996
Nationality	: Indian
Marital Status	: Single

PASSPORT DETAILS

Passport Number	: P 5351362
Date of Expiry	: 10/01/2027
Place of Issue	: Kozhikode
Visa Status	: Visit Visa
Visa Expire	: 12/12/2023

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

SHAFEEK.K

CONTACT

📞 +971 544574043

✉ shafeekmmk@gmail.com

🏙 Dubai, UAE

EDUCATION

MA ECONOMICS
- Annamalai University

BA ECONOMICS
- Kannur University

HIGHER SECONDARY
- Board of Higher Secondary Examination, Kerala, India

TECHNICAL QUALIFICATIONS

- Diploma in International Logistics Management (CTDS)

EXTRACURRICULAR ACTIVITIES

- Designing Album and creating Cards,
- Sports and Volunteering

COMPUTER PROFICIENCY

MS Office	★★★★★
Basic Operation	★★★★★
Internet & E- Mail	★★★★★

LANGUAGES KNOWN

English	100 %
Malayalam	100 %
Hindi	90 %