



MUHAMMED SHAHIN S

OPERATIONS EXECUTIVE

Experienced Logistics Coordinator and operations executive with 1 year of proven success in optimizing supply chain operations. Achieved 20% reduction in transportation costs through strategic scheduling. Maintained 100% compliance with tax regulations. Expert in inventory management, fostering distributor relationships, and ensuring warehouse integrity. Skilled in SAP and MS Office.

+971 506508751

mohammedshahin968@gmail.com

Dubai, UAE

www.linkedin.com/in/muhammed-shahin-s

WORK EXPERIENCE

Logistics Coordinator

May 2023 – Apr 2024

Merry Time Cream Foods Pvt Ltd, Trivandrum

- Efficiently generated e-invoices and e-way bills, ensuring compliance with tax regulations and facilitating smoother logistics operations.
- Developed and managed a comprehensive goods transferring schedule, optimizing delivery times and reducing transportation costs.
- Strategized stock transfer-in and transfer-out planning, maintaining inventory accuracy and preventing overstocking or stockouts.
- Coordinated daily distribution activities, enhancing the efficiency of supply chain operations.
- Fostered and maintained strong relationships with distributors, improving network reliability and service quality.
- Conducted weekly inventory checks, identifying discrepancies early and maintaining accurate stock levels.

Operations Executive Intern

Feb 2023 – April 2023

AIWA Shippings and Logistics, Ernakulam

- Import and Export documentation. LCL and FCL shipments organizing Air and Sea.
- Shipments tracking, Setting Documents for BL surrender and D.O collection, Bill of entry passing in Dubai trade, Paying DPC, Initiating customs inspections, Customs Clearance, Passing Claims, Coordinating shipment deliveries.

ACADEMIC QUALIFICATION

Professional Diploma in Logistics and Supply Chain Management

IMS Institute – 2023

Bachelor of Commerce in Travel and Tourism Management

Kerala University – 2021

PROJECTS

Study of Hill Tourism with Special Reference to Munnar

Conducted comprehensive study on hill tourism, focusing on Munnar, submitted as a project report to the University of Kerala for Bachelor of Commerce with Tourism and Travel Management degree fulfillment.

CERTIFICATIONS

The Chartered Institute of Logistics and Transport

IMS Institute – 2023

SAP Office Course

IMS Institute – 2023

MS Office Course

IMS Institute – 2023

SKILLS

Hard Skills

Shipping Documentation | Database Management | Bookkeeping | Filing and data archiving | Mail handling | Sorting and labeling | Deadline and scheduling management | Warehouse Operations | Supply Chain Management | Transportation | Vendor Management | Inventory Management | Materials Management | Freight Forwarding | Shipping and receiving operations | Order picking and processing | Quality checks | Staff Management | Contract Negotiation | Coordination

Soft Skills

Communication | Analytical Skills | Customer Service | Problem-Solving | Attention to Detail | Time Management | Operations

Technical Skills

Microsoft Excel | Microsoft Word | Microsoft PowerPoint | Tally Prime

LANGUAGES

English | Hindi | Malayalam | Tamil

PERSONAL INFORMATION

Gender : Male

Nationality : Indian

Date of Birth : 23/09/2000

Passport No : X7180779

Visa Status : Visit Visa