

ABOOBACKER SIDHEEQ

LOGISTIC EXECUTIVE | COORDINATOR | DOCUMENTATION

Phone

+971 56 633 6577

Email

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Address

DUBAI

Computer Skills

Microsoft Office - Word

Outlook Proficiency

Advance Excel

POWER POINT

CERTIFICATES

CILT UK Certificate in Logistics and shipping management

• NACTET Council Certification in Logistics and shipping management

• B COM in COMPUTER APPLICATION

LANGUAGE

ENGLISH

TAMIL

HINDI

MALAYALAM

PROFILE

Logistics Executive with hands on experience in marketing, customer service, logistics coordination and documentation, seeking a challenging position within a reputable organization, with the goal of expanding my learning, knowledge and skills.

EXPERIENCE JUNIOR LOGISTICS COORDINATOR FLG SHIPPING & LOGISTICS LLC , Al Quoz Industrial Area-3

- Monitoring Export / Import end to end process.
- Maintained accurate records of shipments, inventory, and logistics activities for reference and analysis.
- Arranged for shipping with packing and crating as needed, air/ ocean consolidations and prepared the export shipments.
- LCL pickup and arrange delivery, connecting the shipping line to know the charges, NOC, Documentation.
- Coordinated with Clients and team for achieving accuracy in completing all the consignments.
- Handling freight enquiries, floating and quotations, Import Export shipment handling.
- Marketing, Operations, Agent communication on, Customer service, Booking confirmation, Relocations, Inventory Management & pricing.
- Secure rate from main carriers online Portal and Schedule Booking.

EXPERIENCE CUSTOMER SERVICE EXECUTIVE Freight connect solution (back-end office of Frontline Logistics LLC) - India

- International Freight Forwarding
- Receiving and responding to email enquiries.
- Handling pricing (local customers and agent nominations).
- Maintenance of customer and supplier price updates, Price negotiation with agents.
- Maintained good relationship with customers through coordination.
- Operations, Agent communication, Customer service, Booking confirmation, pricing.
- Submission of Documents. (Bill of Lading, Air Way Bill, Cargo Manifest)
- Network Marketing, Tele Marketing & Agency Marketing.
- Sending company greetings to agents and direct customers.

SKILLS

- Presentation skill
- Communication
- Sales & Marketing
- Organization Skills
- Customer Service
- B/L Preparation
- Tele Marketing
- Team Leadership

EDUCATION

- Professional Diploma in Logistics and shipping management

2023-2024

- B COM in COMPUTER APPLICATION

2020 - 2023