# SUHAYIB VV



#### CONTACTS

#### LINKS

Linkedin:

www.linkedin.com/in/suhayib-

vv-309014261

### SKILLS

Time Management

Communications

Microsoft Excel

Leadership Problem

Solving Operations

Microsoft Word

Microsoft PowerPoint

Management

Sales

Legislation

Reservations

## LANGUAGES

English

Hindi

Tamil

Malayalam

## ABOUTME

To attain excellence in the professional world by gaining experience and exposure, and tohelp the company grow in whatever way I can through hard work and determination. Confident, time management capability

#### WORKEXPERIENCE

Cargo Operations Executive, MAXWORLD GLOBAL LOGISTICS

Jun 2021 - Jul 2023

Preparing invoice, packing lists, dock receipts, and certificates of origin for each shipment. Stayed top of shipment locations and current status to update offices and customers. Maintained current knowledge of relevant

legislation, political situations, or other factors that could affect freight shipping Monitored company inventory to keep stock levels and databases updated. Worked withinapplicable standards, policies, and regulatory guidelines to promote a safe working environment. Resolved problems, improved operations, and provided exceptional service. Offered friendly and efficient service to customers, and handled challenging situations with ease. Maintained excellent attendance record, consistently arriving to work on time.

#### Travel Consultant, Al INJAS Travels

Jan 2023 - Present

I was responsible in facilitating airline ticket reservations and obtaining necessary travelarrangements. Our team ensures that all bookings and reservations are processed accurately, and we also handle general administrative duties such as client instruction database.

I prioritize building strong relationships with our clients and strive to achieve branch, teamsales, and profitability objectives.

Provide efficient and reliable travel solution and safekeeping travel system credential

### EDUCATION

PG Diploma in Logistics and Supply Chain Management, WUC 2021

Bachelor of Commerce in Computer Applications, Assabah Arts And Science collage Valayamkulam 2020

Higher secondary (+1,+2), Ideal International Institute Of Education, Thavannur

2017

Darul Hidaya Higher Secondary school, SSLC

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# **PERSONAL DETAILS**

Date of birth 17/10/1999

Nationality India

Visa status

Marital status single

Visa expiry -16/01/2024-15/01/2026