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| M M M AZEEZ |
| CONTACT |
| WhatsApp: | +971 568772996 |
| E-Mail: | mazeez3091@gmail.com |
| PROFESSIONAL EXPERIENCESales ManKeells Supermarket (Sri Lanka) 2nd December 2022 to 1st February 2024* Handling customers with good manner and lead them to the product they want.
* Providing special offer information and encourage to buy more products.
* Check stocks availability and inform concern to fulfil the selves accordingly.
 |
| Shipping Coordinator |
| S.A TALKE Ltd (Saudi Arabia) | 06th July 2014 – 29th Sep 2022 |
| * Responsibilities of coordinating and supervising hauler for containers collecting from shipping line to plant for stuffing
* prioritizing based on ETA and follow up with shipping line for manifest once plant released the packing list (P/L)
* Sharing the shipment advice (SA) to consignee once receive from SL after vessel depart.
* Further having experience in NAVIS N4 system (CTMS-1) while working container gate as dispatcher.
 |
| Real-estate Consultant – Promoted as Distribution Manager |
|  |
| G-FX Design Solutions (Sri Lanka) | August 2001 – 16th January 2009 |
| * Responsible for monitoring of printing TOP PROPERTY magazine and distribution for Keels, Cargill’s and Arpico outlets
* Additionally done as real-estate consultant, making appointment with customer (buyer and seller) of property for S/rent, rent, lease as they need. Maintaining database of land load and customer details convenient for company management.
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| Production Assistance |
| Kent Aitee Partnership (Pvt) Ltd | 06th July 2000 – 23rd July 2001 |
| * Responsible supervising of manufacturing corporate gift hampers act.

Tea Surveyor |
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| A.T.S. Colombo (Pvt) Ltd (Sri Lanka) | 01st Oct 1999 – 30th June 2000 |
| * Supervising and creating records of survey results
 |
| “As results-driven Assisting & Coordinating experience on the shipping consignee industry. Possess a strong aptitude for management, budgeting, and data analysis. Proven track record of delivering successful work on time and under budget, with a commitment to providing exceptional customer service.” |
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| EDUCATION |
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| GCE-O/L- Zahira College |
| Completed GCE-Ordinary Examination in 1996 |
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| KEY SKILLS | ADDITIONAL SKILLS |
|  |  |
| Microsoft Office | English (Intermediate) |
|  |  |
| Administration | Hindi (Intermediate) |
|  |  |
| Supervising | Tamil / Sinhala |
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Profile |