|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | |  | | |  | | | M M M AZEEZ | | | CONTACT | | | | | WhatsApp: | | +971 568772996 | | | E-Mail: | | [mazeez3091@gmail.com](mailto:mazeez3091@gmail.com) | | | PROFESSIONAL EXPERIENCE  Sales Man  Keells 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. | | |  | | |  | | | |  |  | | --- | --- | |  | | | Production Assistance | | | Kent Aitee Partnership (Pvt) Ltd | 06th July 2000 – 23rd July 2001 | | | * Responsible supervising of manufacturing corporate gift hampers act.   Tea Surveyor | | |  | | | 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.” | | |  | | | EDUCATION | | |  | | | GCE-O/L- Zahira College | | | Completed GCE-Ordinary Examination in 1996 | | |  | | |  | | | KEY SKILLS | ADDITIONAL SKILLS | |  |  | | Microsoft Office | English (Intermediate) | |  |  | | Administration | Hindi (Intermediate) | |  |  | | Supervising | Tamil / Sinhala | |  |  |   Profile |