

# MUHAMMED NIHAL

DUBAI, UAE

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## CONTENT

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Experienced Warehouse Coordinator with a proven track record of efficiently managing inventory, ensuring accurate order fulfillment, and maintaining smooth logistics operations. Skilled in coordinating with cross-functional teams, optimizing warehouse layouts, and implementing process improvements to enhance productivity. Strong ability to oversee shipping and receiving operations, maintain safety standards, and ensure timely delivery of goods.

## PERSONAL DETAILS

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- Nationality : Indian
- D.O.B : 14/06/2000
- Marital Status : Single
- Visa Status. : Visit visa

## WORK EXPERIENCE

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### Warehouse Coordinator

Jan 2023- May 2024

Skoolmart Warehouse(VIKAAZA GLOBAL PVT. LTD)

- Collaborate with vendors and suppliers to manage incoming and outgoing shipments.
- Maintain accurate records of inventory, shipments, and warehouse activities.
- Streamline warehouse processes to improve efficiency and reduce errors.
- Resolve issues related to stock discrepancies, shipping delays, or damaged goods.
- Prepare reports on warehouse performance, inventory levels, and productivity metrics.
- Manage warehouse layout for optimal space utilization and workflow.
- Monitor inventory levels and oversee stock replenishment and cycle counts.
- Supervise and train warehouse staff to ensure smooth operations.
- Manage daily warehouse operations, including receiving, storing and distributing goods.

## EDUCATION

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### Pg Diploma In Logistics & Supply Chain Management

2022

Talent Fly Institute Of Professional

- Logistics And Supplychain Management

### BA Travel& Tourism Management

2018 - 21

Calicut University

- Graduated

## **INTERNSHIP**

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- SURVEY/ALLOTMENT / OPERATION departments our organization Empire Container Terminal, Vallarpadam at Cochin from 13th Nov 2022 to 12th December 2022.

## **SOFTWARE PROFICIENCIES**

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- MS Excel
- MS Word
- MS PowerPoint
- ERP software
- Data entry

## **LANGUAGE**

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- English
- Malayalam
- Tamil
- Hindi

## **SKILLS**

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- Team Supervision
- Material Handling
- Vendor Coordination
- Problem-Solving
- Stock Replenishment
- Order Fulfillment
- Safety Compliance
- Inventory Control
- Billing
- Process Improvement
- Time Management
- Quality Control