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ABOUT ME

To work in an environment which encourage me to succeed and grow professionally where i can utilize my skills and knowledge appropriately

WORK EXPERIENCE

- **Logistics coordinator**
DTDC Courier and cargo ltd
August 2020 - June 2024 Kerala India
Supervise shipping and receiving operations B2C,B2B
Dispatching/sorting and segregation process
Update shipment details and tracking in computer system DTDC own software -Frplus
Assist in the development of department goals and annual business plan
Customer handling and solving problems
Provided timely and accurate reports to management
Making special shipping arrangements if necessary
Order picking packing shipping and arrange delivery
Ensuring that the quality of all services provided meets the required standards
- **Customer Relationship Executive**
Lamda food products
June 2019 - July 2020
- **Business Development Executive**
Agni tmt ltd
March 2018 - May 2019

CERTIFICATES

BA ENGLISH LITERATURE
TALLY AND MS OFFICE
WAREHOUSE AND INVENTORY MANAGEMENT
DTDC COURIER AND CARGO LTD

DECLARATION

I solemnly declare that the details provided in this resume are correct and authentic to the best of my knowledge and belief. I take full responsibility for the accuracy and truthfulness of the information presented.

☎ 00971 547465922

✉ salmanulfaris404@gmail.com

📍 AJMAN UAE

EDUCATION

- **BA English Literature**
Calicut University
2014 - 2017
- **Higher secondary**
Government of Kerala
2012 - 2014

SKILLS

Communication skills

Logistics managment

Critical Thinking

Time management skills

Computer knowledge
and typing skills

Customer service

LANGUAGE

English

Hindi

PERSONAL PROFILE

Nationality - Indian

Passport number - R8027101

Visa status - Visit

Marital status - Single