



Contact

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Address

Near Etisalat Etisalat Metro Station,
United Arab Emirates (Dubai)

Education

2018-2021

Bachelor of Arts

RABINDRANATH TAGORE

2020-2021

ADVANCED DIPLOMA IN LOGISTICS & SUPPLY CHAIN MANAGEMENT

WUC (WORLD
UNIVERSITY CONSORTIUM)
CALIFORNIA, USA

2020-2021

CERTIFICATE IN LOGISTICS

CONFEDERATION OF INDIAN
INDUSTRY INSTITUTE OF
LOGISTICS

2020-2021

CERTIFICATE IN AIR & SEA CARGO

RyBlue Logistics

Language

English

Hindi

Malayalam

NAHEEM KIZHAKKAYIL

LOGISTICS COORDINATOR

As a Logistics Coordinator I've helped my company manage and optimize its financial operations. My experience and education have enabled me to provide unparalleled insight into the company's physical performance. My ability and dedication and attention to detail can help me improve your company's financial performance and enhance your fiscal achievements.

Experience

2021-2022

GWC

Logistics Coordinator

- Issuing bill of entry ,Bill of lading
- Quality checking of products
- Identifying manufacturing defects.
- Coordinating transportation providers to ensure prompt and proper movement of shipments
- Responding to customer inquiries and referring clients to the proper channels
- Reviewing purchase orders and shipping documents to ensure accuracy
- Making special shipping arrangements as necessary
- Tracking and fixing shipping errors

2020-2021

NAVATA Transportation

Clerk

- Issuing bill of entry ,Bill of lading
- Checking invoices
- Document submission.
- Schedule large shipments and plan logistics to ensure that there is sufficient storage space for incoming items
- Ensure the staff on hand can manage all incoming shipments
- Keep files of goods shipped and received
- Prepare regular shipping and receiving reports for managers
- Handle issues arising in shipping or inventory handling

DIGITAL SKILLS

Microsoft Word
Microsoft Excel
Microsoft Power BI
Oracle Software INFORE
System