

CURRICULUM VITAE

MUBASSIR.N.M

NechikkalHouse,
Nannamukku P.O
Malappuram(Dist.)
Kerala -679575
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CAREER OBJECTIVE

Focused, Enthusiastic and Growth Oriented individual, who can drive and deliver best results in a challenging environment. Fast learner and can quickly adapt to new procedures and environments.

WORK EXPERIENCE

Company Name: Addit Traders

Job Title: Logistics and Supply chain coordinator

Duration: April 1 - 2019 to Present

Description: Addit Traders is an eCommerce retailer. I'm currently working as Logistics and Supply chain coordinator.

Job Responsibilities:

- Assist in managing the in-house inventory.
- Responsible for Order management.
- Provide feedback to the team and other supporting functions regarding market trends and other factors impacting sales.
- Provided customer support.
- Insures that reports and correspondence are submitted on a timely basis including managing pricing notification.
- Abide by all policies and procedures of the Company.

INTERNSHIP

Company: CUBES INTERNATIONAL LOGISTICS, Cochin 2019

- Shipping operations
- Documentation
- Worked with Sales team
- Worked with Procurement team.

During internship Company Certified as Good performer

COMPUTER KNOWLEDGE

- Data Entry, Internet Browsing, MS Office, Amazon seller center

PERSONAL INFORMATION:

Father Name : Moidunni .N.K
Date of Birth : 10/02/1997
Religion : Muslim
Nationality : Indian
Gender : Male
Maritus Status : Single
Languages Known : English, Arabic & Malayalam
Passport No : R6068901

EDUCATIONAL QUALIFICATION

- Diploma in Airport operation (CFTE) – IALM, Cochin 2019
- Diploma in Logistics & Supply Chain Management, (WHRDE) -IALM, Cochin 2019
- B.com from Assabah Arts & Science College Valayamkulam, University Calicut in 2018
- Plus Two from P.C.N.G.H.S.S Mookkuthala, Government of Kerala in the year 2012-2014
- S.S.L.C from P.C.N.G.H.S.S Mookkuthala, Kerala Syllabus in the year of 2012.

PROFESSIONAL STRENGTH:

- Ability to communicate effectively with internal and external customers at all levels of the organization
- The ability to learn quickly and apply that knowledge, along with the ability to work in a team environment
- Ability to work effectively in a highly matrixed team structure and maintain strong cross-functional and cross-team ties.
- Excellent verbal, written and interpersonal communication ability with strong emphasis on listening.
- Highly Responsive and strong attention to detail
- Able to work under pressure
- Leadership

EXTRA CURRICULAR ACTIVITIES:

- Swimming
- Like to Watch and Play Football

DECLARATION:

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

Place: Malappuram

Date:

MUBASSIR. N.M