



MUHAMMED NISHAD K

CUSTOMER SERVICE REPRESENTATIVE
 DUBAI/UAЕ

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EXECUTIVE SUMMARY

Seeking a career in any service with willingness to take challenges and responsibilities. To associate with a progressive organization that gives me scope to apply my knowledge and skills along with hard work and patience, and to be involved as part of a team that works sincerely towards growth of the establishment

AREA OF EXPERTISE

- Warehouse Management
- Office Administration
- Logistics and Shipping Management
- Customer Service
- Data entry
- Cashier
- Accounts Management

DATE OF BIRTH :
06 FEBRUARY 1997

VISA STATUS
VISIT VISA

TECHNICAL SKILLS

- MICROSOFT OFFICE
- TALLY

WORK EXPERIENCE

OFFICE ADMINISTRATION

Smart Lulu International Movers LLC, Dubai

2020 September–2021 February

- Managing follow up with customers & monitor shipment clearance status.
- Maintaining records of customer's enquiries & the vehicle and finance related information
- Handles incoming calls and inquiries from prospective customers or clients, providing helpful information and assists them effectively by solving customer disputes
- Preparing invoices and follow upping payments from clients and handling cash management.
- Prepare and process the documents such as quotation, Invoice, Packing list etc.
- Sending and receiving correspondence and managing & distributing information within the office.

WAREHOUSE SUPERVISOR CUM ACCOUNTS ASSISTANT

Sanlex Business Solutions Pvt Ltd, Calicut

2019 APRIL–MARCH 2020

- Supervising warehouse staff and daily activities.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Maintaining records, reporting relevant information, and preparing any necessary documentation

WAREHOUSE SUPERVISOR

Sitics Logistics Solutions Pvt Ltd, Ernakulam

2018 MAY–2019 APRIL

- Supervising warehouse staff and daily activities.
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials.
- Maintaining records, reporting relevant information, and preparing any necessary documentation

GENDER

MALE

NATIONALITY

INDIAN

MARITAL STATUS

SINGLE

RELIGION

MUSLIM

VISA STATUS

VISIT VISA

PASSPORT NUMBER

T 2643520

INDIAN LICENSE NUMBER

57/6227/2015

LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM
- TAMIL
- ARABIC

ACTIVITIES & INTERES

- PHOTOGRAPHY
- FOOTBALL
- MUSIC
- TRAVELLING
- DRIVING
- DRAWING
- CALLIGRAPHY
- DATA ENTRY
- WRITING

KEY COMPETENCIES AND SKILLS

- Effective verbal and written communication skills
- Proficiency in all Microsoft Office program
- Service orientated, Responsiveness, Organized & Leadership skills
- Open-Minded and Trustworthy.
- Problem solving & Decision making.
- Ability to manage multiple assignments and projects independently and simultaneously.
- Able to handle sensitive and confidential situations
- Financially astute with the ability to control budgets and expenditure

INTERNSHIP

LOGISTICS EXECUTIVE

Advantis Logistics pvt ltd, Kochi, Kerala

- Performing a daily inspection of the warehouse grounds.
- Ensuring basic maintenance standards and compliance with health and safety regulations.
- Maintaining records, reporting relevant information, and preparing any necessary documentation.
- Managing, evaluating and reporting on warehouse productivity.

EDUCATION

International Diploma in Logistics and Supply Chain Management

Reliant Institute of Logistics and Transport, Kochi, India
(2017-2018)

Bachelor of Commerce with Finance

Baithul izza arts&science college, Narikkuni
(Doing)

DECLARATION

I hereby solemnly affirm that all the details provided are true to the best of my knowledge and belief. I shall carry myself in a good true manner that leads to the growth of the organization.

Yours Truly,

MUHAMMED NISHAD K