

MUHAMMED SHEHEEM R S

Email: sheheemsha0@gmail.com

Mob No. +971 589177851



Seeking a challenging assignment in Warehousing & shipping Companies

Warehousing operations offering 1 years of experience in Logistics field. Recognized for delivering exceptional customer service. Motivated by internal standards of excellence to overachieve expectations and exceed set goals.

Areas of Expertise

Inventory Management

- Oversee inbound & outbound stock movement through effective coordination with the warehouse in-charge.
- Ensure sufficient space availability through proper coordination, planning and follow-ups.

Customer Service & Feedbacks

- Effectively deal with customer requests, queries and complaints and take necessary action from feedback generated.
- Interact with customers, obtain their feedback and address their concerns and queries.

Experience History

Administrations Assistant- Dec 2020 – Present

MOHEBI LOGISTICS (DWC -UAE)

Mohebi Logistics main operations is in DWC South which is catered towards the logistics needs of **Americana (Kuwait Food Company), Nestle Dubai and other Third Party Clients.**

Select Responsibilities (Operations):

- Responsible for operational accuracy of client and management information and reports.
- Supervise operations team in ensuring activities of receiving inbound and outbound process are performed within service performance time.
- Make all outbound are processed on time to meet the delivery schedules.

- Making the necessary permits and documentations that have been applied and approval received for processing.
- Reporting to the senior supervisor & operation manager.
- Plan work for the respective teams, monitor them and ensure achievement of overall targets on a daily, weekly & Monthly basis and efficient utilization of resources
- Container Planning and placement scheduling containers as per the customer priority list.
- Implementing measures to avoid damages.
- Monitors activities in Warehouse to insure proper recording of outgoing materials. Records deliveries and Pickups.
- Checking that all outbound products bear the necessary instructions.
- In-charge for the monitoring of the first Expiry first out system always.
- All logistics Functions Like shipment Delivery, Receiving shipments, inventory checking.
- Ensure Warehouse receives all deliveries in conformity with purchase order and supplier's delivery document.
- Checking the safe condition of trucks and container before loading and unloading start
- PGI after push dispatch of the materials
- Regular monitoring in Excel sheet for all the Inbound & Outbound process

CLIENTS:-

- **Kuwait Food Company (Americana)**
- ✓ **Achievement** : 100% accuracy of Stocks
- ✓ : 100% client service

Documentation Executive – 01/10/2019 To 29/02/2020

SPACE INTERNATIONAL AIR TRAVELS PVT LTD.BENGALURE (LULU Group)

- Air Freight Operations
- Documentation
- Follow-up With Exporters and Airlines

Academic Qualifications

BACHELOR OF COMMERCE (FINANCE)

2016-2019

Calicut University.

Certifications

LOGISTICS & SUPPLY CHAIN MANAGEMENT : Sindhu Educational Institute (P) Ltd
(Bengalure)Customs Clearance, Transportation & Distribution Management, Freight Forwarding
and Warehousing & Inventory Management.

DIPLOMA IN PROFESSIONAL ACCOUNTANT : Tally, Peachtree, Quick Book and MS Office

CERTIFICATE IN RETAIL SALES ASSOCIATE : (asap) Additional Skill Acquisition programme

Software Experience (Logistics Field)

- Good knowledge of Word & Excel
- Exceed (WMS) including crystal reports
- Infor including crystal reports.
- Internet & E-mail Application

Skills Endorsement

- ❖ Logistics Management
- ❖ Customer Service
- ❖ Leadership
- ❖ Teamwork
- ❖ Time Management

Personal Details

Driving licence : Issued by UAE (Manual Light Vehicle)
Date of birth : 30-Dec-1998
Gender : Male
Nationality : Indian
Marital Status : Single
Religion : Muslim
Fathers Name : Shamsu rk
Passport No : SO883776
Languages : English,Hindi,Malayalam & Tamil
Visa status : Employment visa under Jabel-Ali Free zone U.A.E.

I hereby certified that the above mentioned statements are true and correct with all my
knowledge and Experience.

MUHAMMED SHEHEEM RS