



ADAM NADEEM

Contact

Address:

Kozhikoden House, Kuzhimanna P.O,
Ekkaparamba, Kondotty, Malappuram
dt, Kerala- 673641

Phone:

+91 9633300747

Email:

adamnadeem01@gmail.com

Hard skill

- Microsoft NAV
- Tally ERP
- MS office & MS excel
- Focus Online EDI Filing Software (Focus Import & Focus Export)

Soft skills

- Strong decision maker
- Problem Solving
- Email Writing
- Networking with people
- Time management

Languages Known

- English
- Malayalam

Hobbies

- Travelling
- Playing

My goal is to effectively organize and coordinate all logistical operations across the entire supply chain. Equipped with a comprehensive strategic planning and executive managerial skills, I am positive that this objective can be achieved. Working as a Logistics Executive for two years provided me with first-hand knowledge on how to operate enterprise-wide transactions efficiently and surpassing target goals.

Experience

Purchase Executive with Logistics coordinator –
11/2019 to Pursuing

KCM appliance Pvt Ltd,(IMPEX/ONIX) Malappuram, India

- Managed daily shipments - tracking the container daily and forwards the information to managers
- Managed sea and air cargo operations
- Maintained accuracy and integrity of all logistic information
- Reviewed shipment receipts in accordance with purchase orders
- Provided logistic advice and resolved any shipment problems promptly
- Managed procurement and distribution operations within company.
- Performed regular counts of stock levels
- Monitored supply chain management process and resolved any discrepancies

Audit Assistant |

06/ 2019 – 11/ 2019

AAKK & ASSOCIATES, CALICUT, INDIA

- Followed up on reviews to assess and report on completion or progress of corrective actions.
- Assessed financial statements and records.
- Established alternative audit, accounting and internal control procedures and recommended process improvements to aid clients in addressing deficiencies.

Education

2016- 2021

Bachelor of Commerce: Finance

CALICUT UNIVERSITY- KERALA
CGPA Percentage: 64.60%

2014- 2016

Class XII- IRSHADIYA COLLEGE – FEROKE

Percentage: 72%

2013

Class X- MUESS- KONDOTTY

Percentage: 82%