

RESUME

SYED UMAR VALITH

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valith1996@gmail.com

Visit Visa – Available to join immediately

Visit Visa Exp. Date – 20-03-2021



PROFILE

Extremely motivated with high self-Esteem and an optimistic thought process. Innovative with multi-tasking capabilities and good at managing time and resources, looking forward to work in a highly motivated workspace and achieve challenging targets.

EXPERIENCES

Trans Infra Logistics Private Limited [Logistics Analyst] [Chennai, India] [Feb 2021 to Nov 2021]

Handling transportations and crane mobilization as per customer request, Arranging Trailers flat bed and low bed as well as liner gooseneck Trailers for loading heavy vessels as per sites, Documentation, dispatching the containers, Email Communication with the customers and with our team, Preparing documents such as packing list, seal list, Invoices & Certificates of Origin, etc. Then sending it to concerned parties via E-mail & Courier.

Aramex [Operations Team Member] [Muscat, Oman] [Oct 2018 – Nov 2020]

Retrieve files as requested by employees and clients while also ensuring their accuracy quality. Assisted the operations team by maintaining daily and monthly work order, Reporting relevant information and preparing any necessary documentation. Assisted with warehouse department in cycle count and processing incoming and outgoing documents and materials.

EDUCATION

Master of Business Administration – [Crescent University] [2016-2018]

Bachelor of Computer Science – [Jamal Mohamed College] [2013-2016]

EXTRACURRICULAR ACTIVITIES

- National Service Scheme in Jamal Mohamed College.

RESUME

AREAS OF EXPERTISE & PERSONAL SKILLS

- MS Office
- Data entry
- Customer service
- Event planning
- Reliable and Professional
- Organized
- Time management
- Team Player & Motivated

PERSONAL DETAILS

Father Name : A. Syed Umar

Present Address : B-610, A .W Bin Shabib Twin Tower, Residential Building,
Amman Street, Al Nahda 1, Dubai.

Date of Birth : 10th April, 1996

Gender : Male

Marital Status : Single

Nationality : Indian

Languages Known : English, Tamil, Urdu and Hindi

Passport Number : P1610001

Sincerely,
(S.U.Valith)

Place:

Date: