



Mohamad Faris Pk

Ajman, UAE
+971 56 961 5929
farispk567@gmail.com

Professional Summary

Experienced Logistics and supply chain professional bringing more than 1 years of coordinating shipments, collaborating with freight carriers and managing customer needs. Meticulous, resilient and flexible in handling diverse issues. Reliable employee seeking a career in Logistics industry.

Work Experience

Logistics Coordinator

Rivigo Services Pvt Ltd

Sep 2020-Dec 2021

- Developed and implemented technical project management tools such as plans, schedules and responsibility and compliance matrices.
- Processed and entered customer orders into database and provided proactive customer service for accounts.
- Tracked orders and notified customers of status or potential delays.
- Collaborated with new and established vendors to negotiate optimal pricing and scheduling.
- Maintained damaged goods records, backorder logs and applicable regulatory reporting.
- Managed system support functions to set priorities and service levels expectations.
- Generated documentation and information required for customer shipments.
- Tracked orders and notified customers of status or potential delays.
- Produced weekly status reports detailing logistic operations and problems.

Logistics Intern

Safeline Logistics Pvt Ltd

Jul 2020 - Aug 2020

- Plan, manage and evaluate Logistics operations
- Schedule delivery, book transportation, labor planning and ensure the proper delivery of quality products.
- Monitor quality, quantity, time and costs of Transportation and Delivery
- Negotiate rates and contracts with Transportation and Logistics providers

Skills and Proficiencies

- Inventory Management
- Microsoft Access
- Logistics Management
- Negotiation
- Third-Party Logistics (3PL)
- Supply Chain Management
- Transportation Management
- Continuous Improvement
- Customer Service
- Warehouse Management Systems
- Enterprise Resource Planning (ERP)
- Freight Forwarding
- Forecasting
- Teamwork
- Distribution Logistics
- Problem Solving

Educational Background

Calicut University

Kerala, India - 2020

Bachelor of Commerce

World University Consortium

Kerala, India -2020

PG Diploma in Logistics and Supply Chain Management

Languages

- **English** - Proficient
- **Hindi** - Proficient
- **Malayalam** - Native
- **Arabic** - Reading & Writing only
- **Tamil** - Speaking only

Workshops and Courses

- **Sea Cargo Operations**
issued by STED council
- **Air Cargo Operations**
issued by STED council
- **Dangerous Goods Handling**
issued by STED council
- **SAP System training**
issued by SAPC kottayam

MOHAMAD FARIS PK

Ajman
United Arab Emirates

+971 56 961 59 29
farispk567@gmail.com

Jan 25, 2022

The HR

....

United Arab Emirates

Dear Sir/Madam,

I am writing to express my interest in working with your company. I am a positive driven and professional person who can work effectively both in a team and also on my own. Over the years I have gained plenty of transferable skills that will help me to reach a high level of competency within this Logistics role quickly.

I would like to work with you because you have a strong reputation within the industry for always delivering on your promises, and also I assume that you will support your staff to carry out their duties competently.

The skills, qualities and attributes I possess that will be of benefit to this role, are as follows:

- An ability to work hard as part of a team to achieve the company goals and projects.
- High levels of customer service and care.
- A desire to continue to develop within the role so I can continue to contribute positively.
- Able to follow rules and procedures.
- A willingness to take on all tasks, regardless of their complexity
- A positive enthusiastic attitude to work.

I would appreciate if you need to employ someone like me within this position who can not only deliver on their promises, but who can also work as part of a team to carry out the daily tasks and objectives you need completing. I strongly believe I am the best candidate for this position and would very much appreciate the opportunity to attend an interview.

Yours faithfully ,

Mohamad Faris Pk