



MOHAMMED SHA

EMAIL:

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Mobile NO:

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PERSONAL DATA

Passport No : R7264064

Date of Birth:14/11/1998

Age: 22

Sex: Male

Nationality: INDIAN

Marital Status: Single

ADDRESS:

MUHAMMED SHA MANZIL
CHITTATTUMUKKU.PO
KAZHAKKUTTAM
KERALA,INDIA

CAREER OBJECTIVE

Always work ahead of the company's expectation, and prove myself to be one of its valuable assets, also to be liked by the seniors and colleagues. Seeking a suitable and challenging permanent position with a well-known and professionally managed organization, where I can apply my skills and talents.

EXPERIENCE

- 1 year experience in shipping documentation in Aptara Pvt Ltd (Back office work of Cargo Fareast china,CSFE).
- TRAINING Attended in Freight Forwarding Department in AIWA shipping and Logistics.
- Documentation, Operations in Freight Forwarding (Export & Import) ,Customer Service etc...

HILIGHTS

- ❖ Knowledge on Air, Sea, Land Import/Export required documents.
- ❖ Knowledge about Import/Export Foreign Trade Terms, INCO Terms.
- ❖ Have knowledge about Customs Documentation.
- ❖ Understanding about receiving shipments and establishing documents legalizations.
- ❖ Knowledge about warehouse Operations, IN-OUT frequencies calculations.

SKILLS

- ❖ Highly encouraging and motivating temperament.
- ❖ Hard Working, Enthusiastic, willing to change and cooperative.
- ❖ Good communication in English, presentation skill, coordination and leadership skills.
- ❖ Quick learner for new software applications.
- ❖ Have depth knowledge in MS Office, Word, and Excel.
- ❖ Knowledge about how to prepare enquiries, quotations and how to follow it up.
- ❖ Able to communicate in English as properly, also on spelling

Educational Qualifications

Professional Course

- ◆ **Logistics and Supply Chain Management (&Freight forwarding)**-Mithra Institute of Management Studies (MIMS) ISO 9001:2015 certified Institution/
EDU India Foundation- Skills India Transforming India, **IAO- International Accreditation Organization**- US- **Huston, Affiliated to**
- ◆ **STED COUNCIL- Scientific & Technical Education Development Council** National Level Organization registered Under Govt of KERALA & INDIA NGO under National Capital Territory Govt of NCT New Delhi Govt of INDIA – ISO 9001:2015 Certified, **NSDC- National Skills Development Corporation, PMKVY.**

Qualification	Institution and Board/University	Percentage	Year of Passing
Diploma in Logistics & Supply Chain Management	STED COUNCIL		2020
Degree Bachelor of Commerce with Computer Application (B.com)	Kerala University		2020
Higher Secondary	Kerala H S E –AL UTHUMAN H.S.S, kazhakuttam		2017
SSLC	Kerala Board		2015

Knowledge in Computer Application

- Operating System: Windows 2007, 2010, 2013, XP - Windows Excel, Word and Power Point, Internet application, MS office outlook, self - Correspondence, etc...

LANGUAGES KNOWN

- **English, Hindi, Malayalam**

DECLARATION

I hereby declare that all the statements made in this resume are true, complete and correct to the best of my knowledge and belief.

Place:

Date: