



# SUFIYAN M

## SUMMARY

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To obtain a challenging position in a high quality engineering environment where my experience and academic skills will add value to organizational operations and I can use my technical skills and leadership qualities to the upliftment of the company and personal growth.

## EXPERIENCE

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**Organization** : Hatsun Agro Product Limited

**Location** : Chennai, India

**Role** : Logistics Supervisor

**Period** : December 2016 – July 2021

### Responsibilities:

- Completes shipments by processing and loading orders.
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area.
- Completes deliveries by driving truck or van to and from vendors.
- Maintains truck or van by completing preventive maintenance requirements and arranging for repairs.
- Enforces inventory controls by collecting stock location orders and printing requests.
- Provides quality service by following organization standards.
- Preserves safe and clean work environment by keeping shelves, pallet area, and workstations neat.
- Promotes clean shipping supply area by complying with procedures, rules, and regulations.
- Completes reports by entering required information.

## CONTACT

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**Phone:** +971504705157

**Email:** [sufiyanbasha786@gmail.com](mailto:sufiyanbasha786@gmail.com)

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## PROFICIENCY

- Computer Networks
- MS Office
- Operating System
- Hard copy and Digital documents.
- Document Controlling and Data Entry.

## LANGUAGES KNOWN

- English
- Hindi
- Urdhu
- Tamil

## **OPERATING SYSTEMS**

- Windows 10
- Windows 8
- Windows 7

## **PROFESSIONAL SKILLS**

- SAP Application
- ERP Application
- Microsoft Excel
- Microsoft Word
- Basic C program

## **PERSONAL SKILLS**

- Critical thinking and problem solving
- An ability to learn new technologies quickly
- Leadership and collaboration
- Professionalism and strong work ethic
- Time management and Adaptability
- Patience and Perseverance

## **EDUCATIONAL QUALIFICATION**

### **Diploma in Computer Science Engineering**

2013 - 2016

AKT Memorial Polytechnic Collage, Kallakurichi, Tamil Nadu

### **Higher Secondary Education | 2011-2012**

Oxford Matric Higher Secondary School, Sankarapuram, Tamilnadu.

## **PERSONAL DETAILS**

Father's Name	:	Makbul Basha M
Date of Birth	:	24-09-1996
Gender	:	Male
Marital Status	:	Married
Language Known	:	English, Hindi, Urdhu, Tamil.
Country	:	Tamil Nadu, India
Current Location	:	Dubai

## **PASSPORT AND VISA INFORMATION**

Passport Number	:	<b>P3665634</b>
Date of Issue	:	09-09-2016
Date of Expire	:	08-09-2026
Visa Status	:	<b>Visit visa</b>
Visa Duration Up to	:	25-02-2022

## **VACCINE DETAILS**

1st Dose	:	COVISHIELD   16-06-2021
2 <sup>nd</sup> Dose	:	COVISHIELD   29-09-2021