

CURRICULUM VITAE



OBJECTIVE

Intend to build a highly rewarding career in challenging and healthy work environment with organization and develop myself and the organization. An enthusiastic individual with good interpersonal skills and a determined professional with excellent communicative skills.

STRENGTHS

- Possess a remarkable track record of orchestrating & supervising the inbound process, overseeing couriers, handling cash, and instrumental in scheduling deliveries.
- Capable of operating in a completely computerized environment.
- A fast learner with the ability to quickly understand new ideas, principles and strategies and bring them into practice. A very committed team player with encouragement.
- Maintain a good outlook in the face of job assignment shifts.

PROFESSIONAL EXPERIENCE

CURRENTLY WORKING: ARAMEX AUH

Operations Executive (2019 MAY– Present) RESPONSIBILITIES

Operations

- Coordinate and track movement of goods through logistic pathways.
- Execute logistics plan to move products and packages to reach destinations on schedule.
- Bill of entry (BOE - Export)
- Managed loading, unloading, movement and sorting of supplies to keep deliveries on schedule.
- Supervising the Inbound process, that is, receiving the shipment, sorting shipments based on the allocated area, monitoring damaged goods, and forwarding it to the concerned team.
- Directed all dispatching, routing and tracking of Courier vehicles.
- Assisted with day to day operations of facility, including scheduling and customer service.
- Keep all documentation and records accurate and up to date with latest data to prevent errors in processing or delivery.
- Supervising the activities such as checking AMS, allocating incomplete address shipments' for calling, and clearing bad address shipments

VISA STATUS :
EMPLOYMENT VISA

PERSONAL INFORMATION:

DATE OF BIRTH: 24/9/1993
NATIONALITY: INDIAN
SEX: MALE
MARITAL STATUS:
MARRIED

LANGUAGES KNOWN:

ENGLISH
HINDI
ARABIC

MUHAMMEDUNAIS MK
CONTACT INFORMATION:
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- Checking the GCS - global case system and taking prompt actions when required
- Rapidly responding to the customer request through the contact center (Helpline)
- Monitor operations team members to ensure that the full inbound cycle is done according to Aramex standards including recovery, reconciliation, creating run sheets and entering Proof of Delivery in the system. Maintain effective communication with internal and external parties
- Communicate and Coordinate with the customer account management teams in terms of capability, and scheduling jobs to ensure timely action to the customer

Ground Operation

- Maintaining log book and checking the devices periodically
- Debriefing for every courier and getting valid reason for not delivering the package
- Manifesting the data within the given cutoff
- Preparing dummy and skeleton reports
- Reporting and entering data using Excel, Access, Word, Outlook and Web – based portals

EDUCATIONAL QUALIFICATIONS

- Draftsman Civil GTC from Kerala, India on.
- HIGHER SECONDARY Govt. of Kerala, India on
- S.S.L.C Govt. Kerala

SKILLS

- Creating Software : Auto CAD, Revit Architecture, 3dmax
- Editing Software : Adobe Premier, Adobe After Effects
- Desktop Software : MS Word, MS Excel and MS Power Point

DECLARATION

I hereby declare that all the above furnished information is true to best of my knowledge and belief. The originals will be produced as required. References will be furnished on request.

Any suitable job

MUHAMMEDUNAIS