



## ABDUL RAHEEM. P



### CONTACT

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-  Dubai, United Arab Emirates

### LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

### PERSONAL DETAILS

Date of birth : 09/04/1992  
Marital status: married  
Nationality : Indian

### VISA DETAILS

Date of issue : 05/09/2021  
Place of issue: Dubai  
Valid to : 21/12/2021  
Passport No : N0689136

### PROFILE

I am a management professional with an experience of Business Development, Customer Service, Documentation & Operation. Skilled in Logistics, Freight forwarding, Supply chain, Procurement and inventory control. Seeking a position where I can utilize my skills and perform at high level to achieve the company's goal along with my career objectives.

### WORK EXPERIENCE

#### Operation, Sales & Customer Service Executive (February 2018-March 2019)

Cargoworld Freight Services Wll – Qatar

- Handling all customer service related activities.
- Arranging and verifying the documents for clearance.
- Preparation of Import and Export declarations.
- Coordinating port related activities.
- Pricing and negotiating with agents.

#### Customer Service & Export Import Documentation Executive (June 2016 – September 2017)

Monco Logistics Pvt Ltd, Chennai – India

- Export import documentation, filing of shipping bill and bill of entry.
- Maintain Customer Profile Reports and follow up on leads.
- Supervising the day to day operations with a sense of responsibility.
- Collecting Market Information, Identifying Potential players and to concentrate on business development.

### EDUCATION

MBA In Logistics and Shipping (2014-2016)

Coimbatore Marine College,  
Bharthiar University, Coimbatore, India. Marks Obtained: 72%

Bachelor of Commerce. (2011-2014)

MES Kalladi College Mannarkkad,  
Calicut University, Marks Obtained: 70%

### ADDITIONAL SKILLS

Excellent Planning and Organization skills, Result oriented attitude, Good teamplayer and a facilitator, Flexible and adaptive changes to situations.  
**Computer:** Proficient in All Windows based Operating System, Tally 9, MS Office & Focus ERP Software.

### REFERENCE

Reference available on request.