



RAHEES EP

Phon :0507820916

Email :raheezahar@gmail.com

Place :Dubai Karama ,UAE

Nationality : Indian

Date of birth : 15/12/1993

Religion : Islam

Marital status : Married

Languages- : English, Malayalam,
Known. Hindi

Passport no. : V0857816

PROFESSIONAL SKILLS

*CREATIVITY

Ability to think about a task or a problem in a new and different way

*CUSTOMER SERVICE

Providing outstanding customer service at all times and all to customer

*COMPUTER SKILLS

Ability and knowledge to use computer and related technology and experience with the Microsoft word , excel, Power point

PERSONAL STRENGTH

- Punctuality
- Flexibility
- Humanity
- Honesty

CAREER OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills in supply chain management, while making a significant contribution to the success of the company

WORK EXPERIENCE AND DUTIES

Office administrator

IHRM Educational institution, may 2019 - Jul2021

- complete job functions on computers using online communication Spreadsheets word processor and other automated tools
- Maintaining high levels of quality assistance including course evaluation and course approval procedures
- Handling relations with parents, students, employers and the community

Logistics coordinator

Sitics Logistics solutions, Kerala.

Mar 2018 - Mar 2019

- Receives products and coordinates delivery
- Prepare loads for shipment
- Facilitate the shipping of products from one destination to another
- Takes steps to avoid quality control issues
- Managing inventory stock level

ACADEMIC QUALIFICATION

• IATA

SUPPLY CHAIN MANAGEMENT &
TRANSPORT MODES

Jan 2017 Dec 2017

• SBA GLOBAL EDUCATION

LOGISTICS AND TRANSPORT MODES Aug 2016 - Jan2017

• BHARATHIAR UNIVERSITY

Bachelor of commerce

July 2013 -Jun 2016

REFERENCES

- Mohammad Suhail +91 77367 31778
IHRM Institute Managing Director
- Sangeeth sebastian +919746150715
Logistics Trainer

Date :08/11/2021

Place : Dubai

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