


## HASEEB HANEEF M.H

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Aspiring for suitable job to establish my growth in creative environment in which I can use my skills and hard work to prove myself.

### Work History

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#### ➤ **Administration & Logistics Assistant** (March 2017- February 2022)

##### **AL MUTAMAD FOR CARS, Qatar**

###### **Responsibilities**

- ✓ Preparing Invoice.
- ✓ Inventory Management.
- ✓ General bookkeeping.
- ✓ Assist the operations department with manuals.
- ✓ Manage and organize paperwork.
- ✓ Petty Cash .
- ✓ Motor Insurance.
- ✓ Time and attendance report.
- ✓ Document coordination.
- ✓ Monthly reports.

#### ➤ **Office Administrator** (August- December 2016)

##### **GLOBO GENERAL TRADING, Qatar**

###### **Responsibilities**

- ✓ Coordinating office activities and operations.
- ✓ Supervise and assist administrative staffs.
- ✓ Update financial data in databases to ensure that information will be accurate and immediately available when needed.
- ✓ Post and process journal entries to ensure all business transactions are recorded.
- ✓ Perform reconciliations.
- ✓ Keep stock of office supplies and place orders when necessary.
- ✓ Time & Attendance report.
- ✓ Travel & Leave management.

➤ **Logistics Executive** (April 2015-June2016)  
**GAC SHIPPING & LOGISTICS, India Pvt Ltd.**

**Responsibilities**

- ✓ Import and Export Documentation.
- ✓ Invoice and Packing list preparation.
- ✓ Making booking with Airlines.
- ✓ Preparation of the Airway bill.
- ✓ Tracking of shipments.
- ✓ Container safety & Damage analysis.
- ✓ Daily Shipments to Customer as per company's quality standards.
- ✓ Plan & process daily warehouse activities.
- ✓ Document controlling.

**Education**

- **MBA - Logistics and Supply Chain Management** (Bharathiar University, Coimbatore)
- **PGDM - Supply Chain Management** (KITCO ASSOCHAM, Kerala)
- **Diploma - Logistics** (Confederation of Indian Industry, Chennai)
- **B.com - Computer Application** (Calicut University, Kerala)

**Software**

**Languages**

- **Oracle**
- **Tally**
- **MS Office**
- Sound knowledge in **Internet Applications**

- English
- Hindi
- Arabic
- Malayalam

**Skills**

- Month-end reports
- Documentation and control
- Logistics

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