

## **Curriculum vitae**



### **SHAFI K**

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KERALA,INDIA

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### **CAREER OBJECTIVE**

I would like to take up this job as I feel it is a challenging position as it requires maritime services and administrative support. My experience and qualifications are tailored to your needs and to the position of Logistics Operations Supervisor, which allows me to use my skills and have the potential for growth.

### **WORK EXPERIENCE**

6 years Work Experience in LOGISTICS WAREHOUSE&DISTRIBUTION, TRANSPORT MANAGEMENT ,FMCG OPERATION COORDINATOR,ACCOUNTANT INVENTORY DOCUMENTATION,COLLECTION MANAGEMENT,FINAL ACCOUNTS

### **ACADEMIC QUALIFICATION**

- **Bachelor of Commerce (B.Com)**, Calicut University, India, 2012
- **Logistics Transportation** course at NSDC, Thrissur India, 2011
- **Financial Accounting** course at SHANORA (Institute of Accounts, Audit and Management) Kerala,India,2012

### **PROFESSIONAL EXPERIENCE**

**TEAM THAI GROUP** , Calicut, india

**Transport supervisor (Operations Dept.)**(Aug-2017 to Mar-2020)

**Warehousing& Operation (FMCG Dept.)**(Apr-2020 to Still working)

#### **Job Description & Area of Expertise**

- Managing warehouse in compliance with company's policies and vision
- Overseeing receiving, warehousing, distribution and maintenance operations, Setting up layout and ensure efficient space utilization.
- Manage all F&B and day-to-day operations within budgeted guidelines and to the highest standards.
- Oversee and manage logistics utilized to transport products to customers and internal facilities, communicating with drivers and air partners to ensure efficient delivery of packages
- Maintain receipts, records, and withdrawals of the stockroom, Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping.
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control, Manage and monitor the documentation process.

- Preparing reports to Material Warehouse Supervisor for daily as well as monthly reports.

**ROSE GALLERY LLC, Alain ,UAE-FEB 2017 MAY 2017**

**Store Keeper**

Job Description & Area of Expertise

- Plans and performs work that involves ordering, receiving, inspecting, returning, unloading, packing, labelling, pricing, delivering, and maintaining a perpetual inventory of forms
- Reconcile invoices received with departmental billings.
- Check all financial transactions for accuracy
- Issue invoices to customers based on services rendered and goods sold.

**FUTUREX ROADWAYS PRIVATE LTD, Kochi, India.**

**Operations In charge (Apr-2013 to Oct-2016)**

Job Description & Area of Expertise

- Assigned the tasks of processing shipments of materials and equipment like confirming of delivery as well as liaise with shipping vendors.
- Handled the responsibilities of receiving goods, processing documentation, storing deliveries at warehouse, tracking as well as distributing materials.
- Responsible for assisting Logistic professionals with load-out of items being shipped assigned the tasks of maintaining proper record of inventory of items in warehouse and order as required.

**Computer Skills:-**

- Well knowledge of MS-Word, MS-Excel, Microsof NAV ,Tally Erp,Logistics Automation,Photoshop

**Languages Known:-**

- English, Malayalam, (Arabic- Read & Write),

**Personal Information:-**

Marital Status	: Married	
Date of birth	: 31-05-1988	
Nationality	: Indian	
Religion	: Islam	
Passport No	: U6370508	- Expiry Date:31-12-2029

**Declaration: -**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

KERALA INDIA

**SHAFI K**