

SABEELMOHAMMED CHOLAYIL



PERSONAL INFORMATION

Name :
Sabeel Mohammed

Gender :
Male

Date of Birth :
14/10/1983

Nationality :
Indian

Religion :
Muslim

Mother Tongue :
Malayalam

Marital status :
Married

CARRIER OBJECTIVE

Looking for a challenging position as Logistic officer where I can make effective use of logic management skills for the growth of the organization.

Summary:

- ❖ Possess strong written and oral communication skills
- ❖ Demonstrated quantitative and analytical skills with strong attention to detail
- ❖ Ability to handle multiple tasks and meet deadlines
- ❖ Proficient in Microsoft Word, Excel and the Internet
- ❖ Extensive knowledge of warehouse management systems and services
- ❖ Ability to take initiatives and work under minimal supervision
- ❖ Positive attitude with excellent time management skills
- ❖ Proven track record of supervising and monitoring materials
- ❖ Extensive knowledge of logistic operations like distribution, transportation and warehousing
- ❖ Possess strong interpersonal and problem solving skills

Educational summary and Certifications:

Bachelor of Commerce: Global University

Computer Knowledge: Master Diploma in Internet Architecture
Proficient with use of Microsoft Office Packages, C, C++, Oracle & Java

TECHNICAL QUALIFICATIONS

NEBOSH IGC (NATIONAL EXAMINATION BOARD OF OCCUPATIONAL HEALTH AND SAFETY) INTERNATIONAL GENERAL CERTIFICATE UK
IOSH MS (Managing Safety) UK MEDIC First Aid - USA Certified

Professional Experience

The Chennai Silks-india.

Dec 2018 – Jun 15th 2022

Logistic coordinator

Responsibilities

- ❖ Coordinate and monitor supply chain operations
- ❖ Ensure premises, assets and communication ways are used effectively
- ❖ Utilize logistics IT to optimize procedures
- ❖ Recruit and coordinate logistics staff (e.g. truck drivers) according to availabilities and requirements
- ❖ Supervise orders and arrange stocking of raw materials and equipment to ensure they meet needs
- ❖ Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction
- ❖ Plan and track the shipment of final products according to customer requirements
- ❖ Keep logs and records of warehouse stock, executed orders etc.
- ❖ Prepare accurate reports for upper management

Requirements

- ❖ Proven experience as logistics coordinator
- ❖ Experience in customer service will be appreciated
- ❖ Knowledge of laws, regulations and ISO requirements
- ❖ Ability to work with little supervision and track multiple processes
- ❖ Computer-savvy with a working knowledge of logistics software (ERP)
- ❖ Outstanding organizational and coordination abilities
- ❖ Excellent communication and interpersonal skills

Professional Experience

Adpi designers and planers Dubai-UAE

August 2015 – Sep 2018

Logistic coordinator

- ❖ 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
- ❖ Responsible for General shop maintenance and proper housekeeping
- ❖ Processed receipts of materials by using oracle systems

Merch Trading WLL Doha –Qatar

August 2012-July 2015

Logistic coordinator

- ❖ Responsible for making shipment arrangement as per customer's requirements
- ❖ Assigned the tasks of handling customer complaint and implementing corrective action
- ❖ Responsible for communicating with customers on daily requirement and orders
- ❖ Assisted Logistic Officer in identifying and selecting emergency supplies and equipment according to supply procedures and procurement specifications
- ❖ Prioritize items for dispatch as well as prepare distribution plans
- ❖ Performed any duties related to logistics and supply operations under the instructions of Logistics Officer

Contact No :

+971544325430

+971556218934

Blood Group :

O+

Weight :

78

Height :

5.11

Physical Status :

Possess a good Health

Passport Details

Passport No :
V5727283

Date of Issue :
31/12/2021

Place of Issue :
COCHIN

Date of Expiry :
30/12/2031

Visa Details

Visa Status :
Visit Visa

E-mail :
sabeelcholayil09@gmail.com

Areas of Interest:

- ❖ To Identify areas for productivity gain and continual improvement in Logistics
- ❖ To develop logistics contingency plans and carry out methodologies and tools to enable effective execution of logistic plans
- ❖ Ability to prepare additional training to achieve high working standards
- ❖ To play an active role in planning and managing special logistics operations

Skills:

Core skills:

- ❖ Understanding warehouse and inventory computer systems
- ❖ Creating shipping/delivery routes and schedules
- ❖ Tracking shipment progress
- ❖ Understanding safety/security processes and procedures

Advanced skills:

- ❖ Handle HAZ-MAT materials
- ❖ Knowledge of Microsoft Office applications, such as Word and Excel

ACHIEVEMENTS:

Valid UAE & Qatar Driving License

LANGUAGES:

	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>
English	Fluent	Fluent	Fluent
Hindi	Excellent	Excellent	Excellent
Arabic	Good	Good	Good