

RESUME

IRSLAN SHAHID

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Dubai - UAE



CAREER OBJECTIVE

To work in a challenging environment, to be associated with an esteemed organization and to work sincerely towards fulfilling the personal objectives and goals of the organization in terms of working towards self-belief and satisfaction.

SKILLS

- SAP
- Microsoft Word
- Outlook
- Shipping Procedures
- Microsoft Excel
- Microsoft Powerpoint
- Database Management
- Time Management
- Invoice Verification
- Vendor Master Data
- Material Master Data
- Purchase Requisition

WORK EXPERIENCE

Transportation Coordinator Trainee

Sri Venkitaramana Transportation and Logistics, India

May 2021 - Feb 2022

- Manages executive's calendar and independently schedules appointments. Screens incoming calls and correspondence and responds independently when possible.
- Re-routes urgent matters for attention in the absence of the Functional Head. Communicates with company senior managers and executives and external stakeholders.
- Typing, compiling, collating, updating and formatting of documents, spreadsheets and presentations.
- Can negotiate prices where necessary & ensures protocol is followed and in line with compliance
- Ensure payment to all vendors & checking that all invoices are in line with our procurement policy

Logistics Assistant

Freight Transportation and Logistics, India

Mar 2020 - Sep 2020

- Accurately maintain driver logbook in accordance with company requirements.
- Coordinate paperwork for the manifest on each trip using the company's software system before leaving the facility.
- Communicates courteously with customers by telephone, email, letter, and face to face.
- Work closely with the team to oversee daily cargo requests and operations.
- Plans efficient delivery routes to ensure on-time delivery.

ACADEMIC QUALIFICATION

- **SAP Material Management** - GTech , India
- **Bachelor of Arts: BA History**, Rabindranath Tagore University, India - 2020
- **IATA Cargo Supplychain and Transport Mode**,
Logistics, Warehouse & Inventory Management Patroit Aviation College, India - 2019
- **Higher Secondary School**, Keats India

LANGUAGES KNOWN

Malayalam, English, Tamil

PERSONAL TRAITS

- Highly Self-motivated and eagerly interested to learn new things
- Disciplined and Good etiquette
- Ability to work as an individual as well as a team
- Flexibility and adaptability to work in any environment

PERSONAL DETAILS

Full Name : Irsfan Shahid

Date of Birth : 29/9/1998

Marital Status : Single

Nationality : Indian

Passport No.: U6416820

Visa Status: Tourist Visa

Visa Validity: 06/01/2023