

Personal Data:



MOHAMMED SALMAN

Current Address:

Al Khobar
Kingdom of Saudi Arabia

Mob #:- 055 824 9413

Email:-

etmohammedsalman@gmail.com

Date of Birth : 13-03-1996

Sex : Male

Nationality : Indian

Marital Status : Single

Passport No. : N1232154

Place of Issue : Cochin

Iqama. # : **2521994802**
(Transferable)

Languages Known:

English: - Read, Write & Speak

Hindi:- Read, Write & Speak

Malayalam: Read, Write & Speak

Arabic :- Basic Level

Academic:

Master of Business Administration

(Marketing & HR, Add on Logistics)
North Bengaluru University, India (2021)

Bachelor of Business Administration

Calicut University India (2018)

Computer Literate:

- ✓ DIFAS - Diploma in Indian & Foreign Accounting
(MS Office, Manual Accounting, Tally, Peachtree & Quick Books)
- ✓ SAP
- ✓ Internet & Email Browsing

Participation:

- ✓ Advanced Excel
- ✓ Market Research
- ✓ Introduction to Data Analytics Using 'R' Program

Objectives:

To be a part of the team, enduring to achieve the objectives of the organization, being one among them, and to provide value of addition to the work environment in terms of increased efficiency, quality and productivity.

EXPERIENCE PROFILE

1-year professional working experience in Administration field

▮ **Freight Forward Operations**

Marakish Express Cargo – Dubai UAE
(Dec 2021 – Feb 2022)

▮ **Asst. Manager**

Thoufeeq Wood Sizes Pvt Ltd.- India.)
(January 2021 to October 2021)

PROFESSIONAL EXPERIENCE

Dec 2021 to Feb 2022

**Marakish Express Cargo
Dubai
UAE**

‡ Freight Forward Operations:

- ❖ Calogi (Airway Bill Details & Documentation)
- ❖ Dubai Trade (Bill of Entry – Import & Export and Inbound and Outbound Documentation)
- ❖ Prepare daily accomplishment report and status of the on- going Project or Work.
- ❖ To make sure all works are in within the guide line, standards, specification for prompt, accurate completion of the project or Work.

❖ TECHNICAL SUPPORT

- ❖ Prepare BAR CHART for the proposed project and try to complete on proper way.
- ❖ Coordinate with clients on project criteria, issues and goal.
- ❖ Inspection and final approval of each material.

January 2021 to October 2021

**Thoufeeq Wood Sizes Pvt Ltd.
Kerala - India.**

‡ Asst. Manager

- ❖ Assisting the store manager in all areas of daily business operations, human resources, customer service and merchandising
- ❖ Coordinating, monitoring and reporting on daily operations.
- ❖ Managing employee schedules, conducting performance reviews and enforcing disciplinary actions.
- ❖ Monitoring and maintaining suitable store inventory levels.
- ❖ Assisting with the development of new sales and recruitment strategies.
- ❖ Resolving customer complaints and concerns in a timely manner.
- ❖ Ensuring that store policies and procedures are followed.
- ❖ Ensure all workers are following safety guidelines, report violation to the management.
- ❖ Travel to and from customer location, documenting work activities and maintaining administrative paper work.
- ❖ Perform any other duties assigned by MANAGER.

Reference at Kingdom of Saudi Arabia

**SHARAFUDDEEN
Al Khobar
Mob. : 0509025989**

**MUJIB RAHIMAN
Dammam
Mob. 0571928496**