

MUHAMMED NAEEM

VILLA #12 HALUL STREET, MAMURA, DOHA-QATAR

Mobile: +974-31031272

Email : naeem.kalam@gmail.com

LinkedIn ID: NaeemKalam



Career Objective

Seeking to reach higher levels in terms of knowledge and position held in the field of Logistics and Supply Chain Management.

Educational Qualification

Degrees Awarded	College/School (University/Board)	Year of Passing	Specialization	Percentage
MBA	Koshy's B-School, Bangalore Mysore University	2017	Logistics & Supply Chain Management	58
BBA	NES College, Thrissur Bharathiyar University	2015	General	60
XII	Wisdom College, Pavaratty Higher Secondary Examination Kerala	2012	Commerce	52
X	AIHSS, Padoor (Board Of Public Examination Kerala)	2010	General	50

Certification

Certification Title	Specialized	Duration	Year of Completion
SAP	Procurement	2 Months	2016
Diploma	Computer Hardware & Network Engineering	12 Months	2012
Accounts Software / Web Designing	Tally / Html, VB, Script, Java Scrip	2 Months	2011
Graphic Designing	Photoshop & Illustrator	2 Months	2010

Training & Work Experience

Company Name	Designation	Duration
SABIC Research & technology Pvt. Ltd -contract with Indelox services Pvt. Ltd (3PL SCM Logistics)	Import Executive	May - Dec 2017
NIYA International School Of Logistics Management	Training	16-22 Feb 2017
Sindhu Cargo Pvt. Ltd, Bangalore. (Import clearance & Documentation) in Bangalore International Airport trained by Customs Officer	On the job training	Sep 2016 to Mar 2017
CAS Offshore, Malaysia	Internship	Aug - Sep 2016
Alliance Infocom-Computer Hardware & Network Engineering Technician	Part time Trainee	Jun 2011 to Sep 2013

Projects

Title: logistics Services.

Duration: 60 Days

Company: DTDC Courier and Cargo ltd.

Description: Logistic Assistant.

IMPORTS:

- ⇒ Arrange pick up sample shipments from global locations.
- ⇒ Preparing documents for sample shipment. (Invoice, packing list, technical write up, value declaration)
- ⇒ Co-ordinate with CHA and FF provide the above documents for clearing import shipment, Duty payments (CHA, FedEx, DHL Aramex, and UPS Ext).
- ⇒ E-Sugam / E-Way Bill issuing for the shipments for clearance.
- ⇒ Updating the status of shipment for concern sender & receiver.
- ⇒ Freight Forwarder (FF) Payment follow-up with finance team.
- ⇒ Knowledge of High Sea sales (HSS) Agreement documentation& Bank Release Order shipment (BRO).
- ⇒ Meet Customs Officer in Airport for direct Clearance.
- ⇒ Visit Airport custodial for physical verification.

EXPORT:

- ⇒ Sample shipment exports,
- ⇒ Bonding Process and De-Bonding Process.
- ⇒ Material sending for Job-Work and Re-export for calibration and repair.(BOE, import & export Invoice, packing list& Duty payment evidence)
- ⇒ Handling Rejection material
- ⇒ Manual and System Delivery challan Preparation and System updating & tracking
- ⇒ Transportation arrangement for domestic and national for Delivery and pickup.
- ⇒ Creating Delivery challans for sub-contract & E-Sugam / E-Way Bill preparation

PURCHASE REQUEST (Procure to Pay in SCM)

- ⇒ Purchase Order follow-up with Expediting team
- ⇒ Material follow up with vendors
- ⇒ Follow-up with finance to clear the duty payments
- ⇒ Vendor payment follow-up with finance team
- ⇒ Handling complaints from Production regarding material availability.

WAREHOUSE MANAGEMENT

- ⇒ Physical verification material receiving.
- ⇒ Consumable usage tracking.
- ⇒ Maintaining Files System and Manual documents as per ISO procedure.
- ⇒ Solving of the Digitization Software Program issue with Coordinating with Admin.
- ⇒ Consumable management – Storage & shelf-life management in FIFO.
- ⇒ Cycle count of inventory
- ⇒ Bills& Invoice Submission to Finance Department
- ⇒ Human Resource Management for warehouse.
- ⇒ 5s in workstation & work area

SAP KNOWLEDGE

- ⇒ SAP GRIN Preparation for Trade vendors & Sub-Con Vendors.
- ⇒ Cycle count document creation.
- ⇒ Inventory report preparation.
- ⇒ Quematix barcode preparing and scanning.
- ⇒ Good Knowledge on the SAP T Codes (ME23N- PO Display, MIGO-Post Goods Movement, MB51- Material Document List& MB52-List of Warehouse Stocks on Hand)

Strengths

- Hard working
- Leadership Quality
- Adaptability
- Honest

Volunteer Activity

- Volunteered for blood donation camp conducted at Koshy's Group Of Institutions, Bangalore (2016)
- Volunteered for inter-college quiz competition "Ascension" conducted at Koshy's Group Of Institutions, Bangalore (2016)

Achievements

Co-Curricular : Selected for participating in the national level symposium on Innovation & diffusion Of green management in India.

Extra Curricular : Won Prizes for Sub District Level In Football

Sports : won prizes for sub District level in 400-meter relay.

Academics : Science, Social Science, IT Club Participation In high School

Workshops-

- Sales, Logistics & Supply Chain Workshop
- Learning & Development workshop-Communication.

Personal Information

Father's Name: *Kalam.V.T*

Occupation: *Business*

Mother's Name: *Saifunneesa*

Occupation: *Home Maker*

Date of Birth: 16-04-1993

Hobbies / Interest: Watching Movies, Listen of Music, Playing Football, Social Works, Software Development

Passport Number: *J6644212*

Address (Permanent): *Valiyakath Thottungal House / P.O. Kundaliyoor / Chettuwa Thrissur / Kerala, 680616*

Language Proficiency: English, Malayalam, Tamil, Kannada

Date:

Place: *DOHA-QATAR*

Muhammed Naeem