



MUHAMMAD SADIQUE P

LOGISTICS EXECUTIVE / ACCOUNTANT

PERSONAL INFO

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DUBAI, UNITED ARAB EMIRATES

Visa Status : VISIT VISA

SKILLS

- Team work
- Coordination
- Hardworking
- Leadership
- Time management

SOFTWARE SKILLS

- MS WORD
- MS EXCEL
- TALLY ERP 9
- PEACHTREE
- QUICK BOOK

LANGUAGES

- ENGLISH
- HINDI
- MALAYALAM
- ARABIC

CAREER OBJECTIVE

Seeking a challenging position with a progressive organization that will effectively utilize my knowledge and experience, where I can grow with the organization and prove to be asset for effectively functioning firm.

WORK EXPERIENCE

- DHL express India Bangalore gateway
Operation Department (22-March-2022 to 21-July -2022)
 - Assist in processing inbound and outbound shipments, including scanning, sorting, and distributing packages.
 - Track packages and update shipment status using DHL's proprietary systems.
 - Collaborate with other departments to ensure smooth and timely delivery of shipments.
 - Ensure compliance with local and international regulations related to shipping and logistics.
 - Participate in continuous improvement initiatives to optimize processes and enhance customer satisfaction.
 - Perform other duties as assigned by the Operations team.
- WEBGATE Online Services
Office staff (2021 -2022)
 - Accounting.
 - Assisting in E-Governance services.

EDUCATIONAL QUALIFICATIONS

PG DIPLOMA

- Shipping Logistics & Supply Chain Management
2021-2022 Sted Council

DIPLOMA

- Diploma in Foreign Accounting – 2022
C-Dit Mananthavady
- Certificate course in Accounting Technician
Institute of Cost Accountants of India – 2018

GRADUATION

- B.com Finance
Government College Mananthavady – 2018-2021
(Affiliated to Kannur University)

HSE

- Computer commerce
Sacred heart HSS Dwaraka -2016-2018

SSLC

- GMHSS Vellamunda -2016