



## SAIF ALI KHAN



Abu Dhabi, UAE



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### PERSONAL INFO

- Date of birth : 06/05/1999
- Gender : Male
- Nationality : Indian
- Marital status : Single
- Visa Status : Visit Visa

### LANGUAGES KNOWN

- English
- Hindi
- Malayalam

### PASSPORT DETAILS

- ❖ Passport No : S0840744
- ❖ Date of Expiry : 25/06/2028
- ❖ Date of Issue : 26/06/2018
- ❖ Place of Issue : Kozhikode

### KEY SKILLS

- Sales & operation
- Preparing Quotation
- Job opening
- Preparing cost sheet
- Sales activity report
- Invoice generation

### SKILLS

- Ability to work effectively under pressure and meet deadlines
- Teamwork and leadership ability
- Tally prime with Gst
- MS Office
- Data entry

# CURRICULUM VITAE

## CAREER OBJECTIVE

To seek a challenging position in a progressive and professional organization that commensurate my qualification and experience to enhance career prospects and to contribute to the betterment of the organization employed.

## WORK EXPERIENCE



### GLAUBE LOGISTICS

Kerala, India

#### Duties & Responsibilities

- Receiving and checking deliveries to ensure that the correct amount and type of stock is delivered.
- Signing delivery notes upon receipt of shipments.
- Heeding notes about appropriate procedures for handling stock, particularly when fragile.
- Unpacking items and arranging these on shelves, if needed.
- Preparing our clients' orders by gathering and loading stock.
- Reporting all breakages and spills.
- Assist with the coordination and implementation of logistics plans in support of company objectives
- Monitor and track inventory levels, anticipating needs and ordering supplies as necessary to maintain optimal stock levels
- Oversee the receiving and shipping of products and materials, ensuring accuracy and timeliness
- Prepare documents and reports related to logistics activities as needed
- Serve as a point of contact for vendors and suppliers, managing communications and resolving issues as they arise
- Track shipments using logistics software, updating information and notifying relevant parties of changes or delays

## ACADEMIC CREDENTIALS

- FIATA DIPLOMA IN SHIPPING, LOGISTICS, AND FREIGHT FORWARDING 2021 - 2022
- BACHELOR OF COMMERCE  
UNIVERSITY OF CALICUT 2019 – 2022
- HIGHER SECONDARY – COMMERCE 2016-2018

## TRAINING & CERTIFICATION



TALLY PRIME with GST



INTERNATIONAL DIPLOMA IN CORPORATE ACCOUNTS TRAINING.



IASTA (INDUSTRY APT SKILL TRAINING ACADEMY)



➤ Liner Services & Incoterms



➤ Freight bidding process



➤ Freight calculation & Freight comparison



➤ Sailing Schedule review



➤ Indian Ocean Export pricing to the Middle East/USA/Europe EX- Icd and Gateway terminals,

## DECLARATIONS

I hereby declare that the above information is true to the best of my knowledge and ability.

**SAIF ALI KHAN**

