

CURRICULUM VITAE

Name: Syed Nadeem Uddin

Contact: +966 59 124 7925

Objective:

To work in a challenging and dynamic environment and use my expertise for the growth of the working environment and the company. Tough worker

Career Objective:

A challenging *team leader* position within the internal business community wherein my abilities can be fully and effectively utilized for mutual benefit. I would like to get associated on a permanent basis with organization where ample scope is for individual as well as expectation also include all the necessary support cooperation and encouragement.

Professional Experience:

**Working as “Logistics Agent” For UPS (Logistics and warehousing solutions)
From April 2019.**

Eirad Trading & Contracting Co. Ltd. Saudi Arabia

- Handling on all import and export shipments
- Arranging daily pickups locally & internationally with different customers
- Preparing export & import Airway Bills for domestics & international shipment
- Contacting customers for follow-up and to sort out on service failure or delay in deliveries.
- Supervise all logistics services for external customers and handle import and export shipments including air, sea and land freight.
- Schedule and revise shipment plan to ensure efficient distribution of products to satisfy customers.
- Performs activities to monitor and maintain inventory control of materials and ensure accuracy of completed order forms.
- Presenting the weekly reports to the management

Preferred Logistic Agent (Implant) MOBILY Warehouse 2023 Dec,

- Handling imports and export domestic shipments.
- Processed and fulfilled customer orders.
- Accurately picked, packed and shipped items according to specific packaging and shipping instructions.
- Verified the accuracy of orders, ensuring they met quality and safety standards.
- Utilized handheld scanners and warehouse management system for efficient order picking and tracking.
- Conducted quality control checks on packed items to minimize errors.

ACHIVEMENTS:

- Has been awarded as Employee of the Month for the month of August 2019 within a span of 4 months from date of joining.
- Has been awarded as Employee of the Month for the month of November 2022.

Worked as “Storekeeper” for Royal Mail Logistics HYD, India(Amazon)Apr 2014 -Oct 2018

- Performed general office and administrative roles.
- Completed order preparations as per the work orders for deliveries.
- Observed safety regulations, used database to track parts and supplies.
- Maintaining inventories on shelves and storage unit
- Receiving products from suppliers and checked for any damages and planned for returning it accordingly.
- Review and receive invoice from suppliers as per the good received.

Qualification:

- ❖ Graduate in B.com from Kakatiya university.
- ❖ DIPLOMA in Fire & Safety Gemstech Institute of advance Engineering Science & IT Hyderabad.
- ❖ DIPLOMA in mechanical engineering from Gemstech Institute of Advance Engineering science & IT Hyderabad
- ❖ NEBOSH-HSW, IOSH Managing Safely, OSHA International, RISK-ASSESSMENT and MEDIC FIRST AID from Gemstech International Institute
- ❖ Intermediate (C.E.C)

Skills:

- Diploma in MCSE 2003, MCITP 2008 & CCNA
- Proficient in Microsoft Office (Excel/Word/Outlook)
- Prioritizing tasks and meeting deadline in a high-volume environment.
- Clear and effective communication with team members and managers.
- Crucial for accuracy in order fulfilment and inventory.
- Adjusting to changing workloads and priorities.
- Organized, compassionate and withhold strong work-ethics.
- Fluent in English, Arabic, Hindi and Urdu
- Adaptive to new applications and technologies

Strengths:

- Highly motivated, hard worker, energetic, committed and punctual
- Building positive attitude and self confidence
- Have excellent way of handling and dealing with customers.

Personal Details:

Name	: Syed Nadeem Uddin
Father	: Syed Yousuf Uddin
Email	: syednadeem0715@gmail.com
Mobile	: 059 124 7925
Date of Birth	: 10/12/1990
Nationality	: Indian
Marital status	: Married
Present Address	: Ar-Rabi, Dammam
Driving License	: Available
Iqama Status	: Transferable

DECLARATION:

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