

Arshad Ahamad Miskin

About Me

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization. I'll be able to perform better in my work as a good team player.

Work Experience

SR. Executive – Documentations | Northport Logistic Pvt Ltd | Feb 2021 to May 2023

- Communicating with the overseas agents and handling the shipments smoothly.
- Issuing HBL documents for every shipment, coordinating with the shipper, and finalizing the documents.
- Preparing booking reports for the planed shipments.
- Communicating with carriers and follow up the shipment, until it arrives the destination.
- Handle rates coordination, booking arrangements and transport coordination.
- Planning shipments on time based on the shipper's cargo ready date.

Assistant Storekeeper | Lanka Canneries Pvt Ltd | Apr 2019 to Jan 2021

- Responsible for any receipt or issues made by the stores.
- Maintain accurate store documents on time related to the work area (GRN, STN, LEDGERS, BIN CARDS & REGISTERS etc.)
- Refer item code numbers and price before issue of finished goods.
- Always following the first expiry first out system when issuing goods as per the orders.
- Identifying the slow moving and nun moving items and informed to the store manager monthly and take-action to move them with approvals.
- Managing and utilizing minimum manpower in the work area.
- Maintaining good housekeeping methods in the work area to minimize the damages.
- Motivate the store assistants for the betterment of the organization.
- Co-operate with the storekeepers for goods discharging duties

Import Documentation Executives | Reliance Logistic Pvt Ltd | May 2018 to Apr 2019

- Prepare documents, as per work orders, Bill of Ladings or Shipping orders.
- Examine Shipment contents compare with records like manifests, invoices or orders to verify accuracy.
- Record shipment data, charges, container damages for record keeping purpose.
- Coordinate with carrier representatives to make-arrangements or to issue instructions for shipping delivery of materials.
- Compare shipping routes or methods to define which have the latest environmental impact accuracy.

Educational Qualifications

- Successfully completed **Diploma in Airline, Cargo and Airport Operation** at IATA in 2023, Sri Lanka.
- Successfully completed **Diploma in Supply Chain Management** at Aquinas College of Higher Studies in 2020, Sri Lanka.
- Successfully completed **Diploma in Logistics** at Aquinas College of Higher Studies in 2018, Sri Lanka.
- Successfully completed **Certificate in Logistics Service, Freight Forwarding and Multimodal Transport** at Aquinas College of Higher Studies in 2017, Sri Lanka.
- Successfully completed **Diploma in Computer Studies** at Gateway Centre for IT in 2015, Sri Lanka.



Contact

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Skills

- * Problem Solving and Decision Making.
- * Learning and Adaptability.
- * Communication and Interpersonal Skills.
- * Time Management.
- * Teamwork.
- * Excellent Customer Service.
- * Highly Motivated and Organized.
- * Documentation.

Language

- * English - Fluent
- * Sinhala - Native
- * Tamil - Fluent
- * Malay - Fluent

Referees

- * Upon on request.