

SIC

# SHAFEEQUE CA

LOGISTICS/FLEET COORDINATOR/ADMIN



Abu Dhabi, United Arab Emirates



+971556998002



shafeequeca777@gmail.com



## LANGUAGES

English

Hindi

Arabic

Malayalam

## SKILLS

Logistics Coordination

Fleet Management

Client Relations

Report Preparation

Operations Management

Administration

## LINKS

Linkedin:

[www.linkedin.com/in/shafeeque-ca-3374839a/](https://www.linkedin.com/in/shafeeque-ca-3374839a/)

## TECHNICAL SKILLS

Microsoft Office (Word, Excel, Powerpoint & Outlook)

## PERSONAL DETAILS

Date of birth: 18/07/1989

Nationality: Indian

Visa status: Visit Visa

Marital status: Married

## DRIVING LICENSE

Driving license category

Issued from UAE - 2017

With over seven years of comprehensive experience in materials, logistics and administration. I am a professional who excels in managing complex operations. In my role as a logistics coordinator at ARAMEX LLC, I demonstrated a consistent performance in delivery operations. I honed my skills in Operations management significantly improving efficiency. My qualification and practical experience providing a solid foundation in Business Management.

## WORK EXPERIENCE

(MUBADALA HEALTH CARE)  
ARAMEX LLC

Jun 2020 - Aug 2023  
Abu Dhabi

### OPERATIONS /LOGISTICS COORDINATOR

- Logistics Planner/Dispatcher function consists of a variety of planning and dispatching operational and administrative activities, which are executed in order to create a cost-effective delivery plan and guarantee successful and cost-efficient completion of all the planned deliveries
- Making sure that all transport fleet vehicles are properly maintained and serviced
- Facilitate shipment status update to customers through Monitoring Movements from Origin to Destination
- Coordination and support to Ground couriers and Operations team in their activities
- Handle customer inquiries, complaints, billing questions and payment extension/service Request
- Preparation of monthly transaction reports and dispatch details

MOHAMMED AL QUBAISI  
ENTERPRISES LLC

May 2017 - Feb 2020  
Abu Dhabi

### ADMIN ASSISTANT

- Recording the transactions using software-Focus International
- Arranging payments with suppliers through bank transfer and cheques
- Handling petty cash expenses & review the bills for accuracy
- Preparing and keeping the attendance and leave records for all staff up to date and forwarding the same to finance for payroll etc.
- Provide administrative support for all employees and clients, including applying for visas, status change, Emirates ID, medical and etc.
- Maintaining all insurance policies of the company including group health insurance
- Maintain the records of temporary and regular employees of the company
- Providing clerical and administrative support to Human Resources executives

Weatherford Oil Tools M.E Ltd.

Nov 2014 - Feb 2016  
Basrah

### MATERIALS COORDINATOR

- Examining goods for defects, storing merchandise and keeping track of inbound and outbound materials
- Issuing materials as per the request slip approved by Materials Manager
- Maintains detailed records specifying the shipment or receipt of materials
- Assemble adequate storage or shipment containers for types of materials
- Confirm the quantity and quality of items sent and received
- To check and receive purchased materials and to arrange for storage in appropriate places
- Coordinate with site engineers and supervisors for arrangement of materials required at site

## EDUCATION

Kannur University  
2013

### MASTER OF BUSINESS ADMINISTRATION

Kannur University  
2010

### BACHELOR OF BUSINESS MANAGEMENT