

# Curriculum Vitae

**MUHSIN K**

**MBA (Logistics & Supply Chain) + QATAR DRIVING LICENSE**

**Logistics Professional**



+974-33619458



muhsinkkalathan@gmail.com



Kerala, India



INDIAN-MALE  
SINGLE  
PASSPORT  
NO: T3463459

DOB  
01-05-1995

Feb 2018  
Feb 2019  
Chennai, India

## PROFESSIONAL SUMMERY

Task focused and highly motivated Logistics Management Professional with extensive and diverse experience in the field of Logistics & Supply Chain Management. **MUHSIN** has a comprehensive exposure in Logistics methodology and having an engaging management Style, right now he wants to be part of a dynamic, professional and well-established organization of any commercial field, offering a suitable job position either in Logistics Operation or in any other related fields by giving a significant career development opportunity. And also, an organization wherein sincerity, working efficiency and hardworking is recognized and offered better emoluments.

## EMPLOYMENT HISTORY

### CONSOLIDATED SHIPPING LINE INDIA(PVT) LTD

**Position Held:** Export Documentation Executive

**Departments:** Export Department

#### AREAS OF EXPERTISE

- Logistic operations - Export / Import Freights • Logistics Traffic Operations • 3PL / 4PL Management • Logistics Outsourcing • LCL / FCL Customs Clearance • Project Logistics
- Contract Logistics
- Documents preparation & Invoice Creating

#### Essential Duties & Responsibilities

- Negotiating with ship owners and shipping lines for good rates, terms and conditions.
- Send pre-alerts / pre advice / arrival notice and ensure timely issuance of delivery orders, clearance and Delivery of Shipments.
- Develop visible procedure and key performance indicators to monitor quality and regular measurements to determine effectiveness of procedures implemented.
- Building strong network of overseas partners and agents worldwide.
- Interface with ports, customs and external inspection authorities for Documentation, goods clearance and other routine matter.
- Communicate / correspond with International Agents and Consignees.
- Preparing and regularly updating overall shipping status for expediting of Logistics Functions.
- Ensure proper compliance and adherence to Export Administration Regulations
- Communicate packing instructions to freight forwarder/packer.
- Assist with customs clearance issues and obtain needed information.

Feb 2019  
Nov 2019  
Clicut-Kerala

## **NASCO HOME STYLE FURNITURE PVT LTD**

**Position Held:** Manager

### **Essential Duties & Responsibilities**

- Receiving and inspecting all incoming materials and reconcile with inward documents.
- Timely delivery of material as per the our customer segmentation
- Plan space for storage and arranging for stocks to be placed in the designated areas.

## **D BUILD TRADING**

**Position Held:** Supply Chain Coordinator

### **AREAS OF EXPERTISE**

- Logistics control • Delivery Management • Planning & Scheduling • Risk & Internal controls
- Warehousing & Distribution

### **Essential Duties & Responsibilities**

- Managed multiple departments at the same time to fulfill their specified supply chain requirements
- Plan space for storage and arranging for stocks to be placed in the designated areas.
- Strategically plan and manage delivery, warehouse and customer services.

NOVEMBER-2019  
UM SALAL ALI  
DOHA-QATAR

## **HAMAD MEDICAL CORPORATION**

**Departments:** Clinical Information System

### **Essential Duties & Responsibilities**

- Register and admit patients through Inpatient, Emergency Room, Outpatient and our priority Care.
- Delivering patient charts for admission, collecting charts for discharged patients.
- Greeting each and every patient professionally while assisting with thier needs.
- Data input for admission, making sure all doctors, diagnosis and time recorded are accurate in system.
- Collecting all proper documents for verifying patient charts,scan in documents needed.
- Maintaining a professional environment, always a team player and all patient information remains confidential.
- Admitting patients to proper ward.
- Registering new patients, updating insurance and personal information.

MARCH -2021  
PERSUING  
QATAR

### **ACADEMIC & OTHER ACHIEVEMENTS**

- ✧ **Master of Business Administration** (MBA - Logistics & Supply Chain Management)  
From VELS UNIVERSITY, CHENNAI – Tamilnadu, India
- ✧ **Bachelor of Commerce** (B-Com-Computer Application)  
From University of Kannur, Kerala, India
- ✧ **S.A.P - (Systems, Applications and Products)**  
From VELS UNIVERSITY, CHENNAI – Tamilnadu, India
- ✧ **QATAR DRIVING LICENSE**

## STRENGTHS

- Hard worker and Ability to work under pressure.
- High ability for researching & History of „Making Things Happen“.
- Problem Solving Technique and Risk Mitigation and a “can do” attitude
- Capable of resolving differences without conflict.
- Ability to quickly assess and prioritize projects and tasks
- Highly organized - can prioritize work schedules and manage time effectively to meet deadlines.

## TECHINICAL SKILLS

- |                        |                               |
|------------------------|-------------------------------|
| • Operating system     | :Windows                      |
| • Programs             | :office tools                 |
| • Programming language | :Visual Basic, C++, JAVA, SAP |
| • Accounting Software  | :Tally,Flottila               |
| • Other                | :SAP, HTML, DBMS              |

**COMMUNICATION SKILL:** Multilingual (English, Malayalam, Hindi and Tamil)

**MY VIEW:** - Logistics professionals are accountable for a range of organizational and operational duties essential to run a business professionally. Logistics Professional gives an advanced secretarial support by conducting research and preparing of numerical reports. They act as an information manager as well as a planning executer for a workplace. Logistics Professionals should possess fantastic interpersonal skills and be a strong leader. They need to be highly organized and have experience to directing others. They should also be excellent communicators both orally and in writing.

## **DECLARATION:**

If I am given an opportunity to serve under your kind control, I assure you Sir, I will discharge my duties and responsibilities with full of devotion and sincerity up to your entire satisfaction and for the betterment of the whole organization. And the above given information"s are true and fair to the best of my knowledge and understand.

Yours faithfully,

**MUHSIN K**

---