



MOHAMMED NAZIMUDDIN

✧ **Contact:** +91 9391163196 ✧ **Email ID:** nazim808@yahoo.com ✧ **Current Location:** Hyderabad, TS
✧ **Nationality:** India

PROFILE

- Worked as Operation Agent in **UPS (United Parcel Service)** in Supply Chain Solution department since more than 5 years in Saudi Arabia, Riyadh.
 - Dynamic and result oriented professional with a **Microsoft Certified Professional (MCP)**, with overall 10 years experience in Logistics and Courier Industry and 5 years of experiences in **Agilitylogistic**, Kuwait as Coordinator.
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DOMAINS WORKED ON :

1. Microsoft
 2. Logistics
 3. Courier
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COMPUTER SKILLS

Operating Systems:	Microsoft Windows 7, E2000 (ECOM)
Office Suite:	MS Office – Word, Advance Excel, PowerPoint and Outlook
Typing Skill:	Proficient
Packages:	Devkey, Biz Magnet (Freight Forwarding Software)

PROFESSIONAL EXPERIENCE

AJ Online Services, Hyderabad, India
Managing Director

Sept 2018 to Apr 2024

Support Accountabilities:

- DTP Works, Data Entry, Designing, documentation, editing, formatting PDF file, excel work.
- All sorts of Online Services such as bill payment, voter ID, passport, EPFO, PAN application, online submission applications.

UNITED PARCEL SERVICE (UPS), Riyadh (KSA).
(www.ups.com)

Jul 2011 to May 2017

Operation Agent

Support Accountabilities:

- Daily checked the ECOM shipments entries
- Once Shipment booked open shipment file Import (COL) or Clearance (PPD)
- Check the airline tracking online as well if its matches E2K booking detail
- Pre-alert to client with ETA and if they have broker or wanted to use our brokerage etc.
- Communicate with Origin if consignee contact detail not available or consignee not responding
- Utilizing DEVKEY/Biz Magnet database to input the entire cost sheet which occurs in the job, also for the purpose of invoicing & keep the accurate records of all the jobs.
- Follow up with client for DLV (Delivered) and payment collection before DLV where apply
- Utilizing e-commerce, internet technology and satellite systems to enable real-time tracking of goods
- Attending Pickup request for import and export shipments

- Follow up with Origin / Destination till shipments DLV
- Devkey billing on regular basis
- Maintain and build relationships with customer to solidify business relations.

VENKATESHWARA FLEXOPACK PVT. LTD., Hyderabad (India).

Feb 2009 – Mar 2011

Dispatcher

Support Accountabilities:

- Good knowledge for billing system and interactive dispatching the functions and creating bills for loading purpose.
- Preparing Quotation, Purchase Order and Performa Invoice type the section's memos and correspondences.
- Manage, organize, and update relevant data using spreadsheets.
- Update daily and monthly for central excise purpose.
- Communicate and provide information by relevant methods internally and externally to assist and enable organizational operations, perform the other duties as required.

AGILITYLOGISTICS, Kuwait

May 2004 – Dec 2008

(www.agilitylogistics.com)

Coordinator – Equipment Control

Support Accountabilities:

- Analyzes daily freight forwarding the flow by using available planning tools and reports to initiate assignment of daily line driver scheduling.
- Handled asset tracking of vehicles through Logistics software "Micro Transport" which linked with Global Positioning System (GPS).
- Monitors daily freight-flow and driver movement in and out of break service centers, through the whole line haul operation, to ensure timely inbound arrivals.

Handled Defense Logistics Operations, which involved:

- Worked in conjunction with Quality Fleet and service centers for timely coordination and routing of designated equipment facility for repairs and or preventative maintenance.
- Maintain computer record of all daily line-haul activity, monitor cube percentage, service percentage, weight of loads and delay times.

CYBER MATRIX ENTERPRISES PVT. LTD., Hyderabad, India

May 2001 – May 2004

Customer Support System Engineer

Support Accountabilities:

- Worked with a team of 25, maintaining, assembling and disassembling PCs and other higher-end peripherals such as Plotters, Digitizers and Scanners.
- Maintained, analyzed and repaired computer systems, hardware and computer peripherals.
- Installed new software releases, system upgrades and patches and resolved software-related problems.

EDUCATIONAL & PROFESSIONAL CREDENTIALS

B. Sc. (Computer Science) 2001, Osmania University, Hyderabad, India

CERTIFICATIONS:

✧ Microsoft Certified Professional (MCP) - ID#264604, 2002

UPS CERTIFICATIONS OF RECOGNITION:

Customer Experience Owners Workshop – February 2012, **Employee of the Month** – September 2016

PERSONAL DETAILS

Date of Birth: 11-06-1977

Passport Details: S0665384, Valid till 01st April 2028

Languages Known: English, Urdu, Hindi and Telugu