

RAHMAN J

MBA LOGISTICS AND SUPPLYCHAIN MANAGEMENT



CONTACT

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UNITED ARAB
EMIRATES

SKILLS

Accounting & Financial Management

- Accounts payable/receivable
- General ledger Management
- Financial reporting and analysis

Software proficiency

- Tally ERP 9
- Microsoft Excel (Advanced)
- Microsoft Office Suite
- Rsoft software

Logistics & Supplychain management

- Inventory Control
- EXIM Documentation
- Warehouse management
- Supply chain optimization

Leadership

Effective Communication

Cash Handling &

Transaction management

Problem Solving

LANGUAGES

- English
- Tamil
- Malayalam

PROFILE

Dedicated MBA graduate with expertise in Logistics and Supply Chain Management, Along with a solid understanding of commerce and Tally. Complemented by a Bachelor's degree in Commerce and practical experience in export/import logistics. Seeking an overseas opportunity to contribute to efficient supply chain strategies and global operations

WORK EXPERIENCE

DMART SUPER MARKET

2022-2023

Cashier and Junior Account department

- Processed an average of 200+ daily customer transactions with 99% accuracy.
- Balanced daily sales reports and ensured end-of-day cash reconciliation.
- Assisted the junior accounts team with invoice processing and data entry.
- Provided excellent customer service, resolving customer inquiries promptly.

INTERNSHIP AND PROJECT

2024

Venture Lighting India Ltd

STUDY ON EXIM MANAGEMENT

- Documentation Management Prepared and reviewed export and import documentation, including invoices, packing lists, certificates of origin, and bills of lading.
- Ensured all necessary documentation was provided to facilitate smooth customs clearance.
- Collaborated with the sales team to address and resolve any order discrepancies or issues. Implemented order tracking systems to provide real-time updates to customers.
- Coordinated with warehouse staff to ensure accurate picking, packing, and shipping of products.

Logistics Department Assistant

2024

- Documentation and Record Keeping: Prepare and maintain accurate documentation related to shipments, inventory, and procurement.
- Update and manage logistics records, including bills of lading, packing lists, and shipping manifests.
- Shipment Coordination: Track and monitor shipments to ensure timely and accurate delivery.
- Administrative Support: Perform general administrative tasks, such as filing, data entry, and office organization.
- Assist the logistics team with project management and special tasks as needed.

EDUCATION

Master of Business Administration

2022 - 2024

MBA Logistics and Supplychain Management

M.I.E.T Engineering College | Anna University.

Bachelor of commerce

2019 - 2022

M.I.E.T Arts and Science College | Bharathidasan University.

HIGHER SECONDARY SCHOOL

2018 - 2019

AL'Ameen Matric Higher Secondary School.