

# Salman M B

Manama

[salman.irm@gmail.com](mailto:salman.irm@gmail.com)

+97339125344

Certified shipping and logistics professional with 3+ years of expertise in customer service, documentation, and operations. Skilled in export-import documentation, freight forwarding, and shipping line operations. Proficient in Microsoft Office and adept at handling logistics operations with a customer-focused approach.

Objective: To leverage my logistics and shipping expertise to contribute to the vision and growth of a forward-thinking organization.

Willing to relocate: Anywhere

## Personal Details

---

**Date of Birth:** 1996-11-26

**Industry:** Logistic Support, Transportation Services

## Work Experience

---

### Operations Incharge

Anees Fathima wholesale and retail-Ramanathapuram, Tamil Nadu

May 2024 to September 2024

- Managed procurement, logistics, and inventory control.
- Ensured timely delivery of customer orders and addressed purchase inquiries.
- Handled billing, stock maintenance, and documentation tasks.

### Customer service and documentation executive

Centurion transport solutions Pvt. Ltd.-Male

May 2023 to November 2023

- Managed export and import shipments for MSC Maldives, MWT Logistics, and Equatorial Line.
- Prepared cargo manifests, amendments, and customs documentation.
- Notified customers about shipment status and addressed queries.

### Documentation executive

MSC Agency (India) Pvt. Ltd.-Chennai, Tamil Nadu

March 2021 to May 2023

- Prepared Master Bills of Lading (MBL) and ensured compliance with customs regulations.
- Coordinated with customer service team and counter to streamline BL release processes.
- Resolved errors in manifestation and ensured timely transmission to ports.

## Education

---

### **Certificate course in Shipping and logistics**

Logwiz institute of shipping and logistics - Chennai, Tamil Nadu  
February 2021 to March 2021

### **M.Sc. in Botany**

Bharathidasan University - Trichy, TAMIL NADU, IN  
June 2017 to April 2019

### **B.Sc. in Botany**

Bharathidasan University - Trichy, TAMIL NADU, IN  
June 2014 to April 2017

## Skills

---

- Shipping Line Documentation (3 years)
- Freight forwarding documentation (Less than 1 year)
- Export Import Documentation
- Mail handling (3 years)
- Computer proficiency (10+ years)
- Customer service (1 year)
- Microsoft office- Excel, Outlook, Word, PowerPoint (3 years)

## Languages

---

- English - Fluent
- Tamil - Native
- Hindi - Beginner

## Additional Information

---

Visa status : Transferable work visa  
CPR No. : 961151315