

KHADEEJA ABDULLA

Logistics & Supply Chain Management Graduate-in-Progress Ready for Industry Exposure

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SUMMARY

Motivated and enthusiastic fresher actively seeking opportunities to grow and build a successful career. I have hands-on experience through volunteer roles with volunteer.ae UAE, demonstrating strong teamwork, responsibility, and community engagement. I also possess basic AI skills and a strong willingness to learn, adapt, and contribute positively in a professional environment.

PROFESSIONAL SKILLS

- Social management
- Graphic design (Canva)
- Poster design
- Basic soft skills

TECHNICAL SKILLS

Basic AI

PROFESSIONAL EXPERIENCE

Volunteer — Volunteer.ae | UAE [present]

- Supported community and government-led initiatives through event assistance, logistics coordination, and on-site operations.
- Assisted in organizing materials, registrations, crowd guidance, and activity setup.
- Demonstrated adaptability by handling multiple responsibilities across different projects.
- Followed safety guidelines and organizational protocols during all activities.
- Developed teamwork, communication, time management, and problem-solving skills.

OFFICE ADMIN — Apr 2017 - Jun2017

- Inputting and updating the information in the database.
- Data record keeping and support to others.
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EDUCATION

- Bachelor in Supply Chain management (**PRESENT**)
[Yenepoya university]
- Secondar
[School Directorate of Higher Secondary Education Kerala] (**2017**)

ADDITIONAL INFORMATION

Languages: English, Malayalam, Hindi

Certifications: Basic AI certifications, Volunteer.ae