

YOUSSEF MOHAMMAD

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Civil ID: 615941804258

Education**Bachelor of Business Administration – Operations Management**

Kuwait University, College of Business Administration

Alumni, Class of 2020

GPA: 2.45

Experience**Operations Assistant**

Logistics Company, Kuwait City

March 2021 – Present

- Assisted in monitoring and optimizing daily operations to ensure smooth workflow.
- Coordinated supply chain activities, improving delivery efficiency by 10%.
- Supported inventory tracking and data entry tasks to maintain accuracy.
- Collaborated with cross-functional teams to streamline processes and reduce operational costs.

Administrative Support Intern

Kuwait Manufacturing Group, Kuwait City

July 2020 – December 2020

- Assisted in operational data collection and analysis for reporting purposes.
- Supported procurement tasks by communicating with vendors and suppliers.
- Helped organize documents and records for operational audits.

Skills

- Operations and Workflow Management
- Supply Chain & Inventory Coordination
- Data Analysis & Reporting

- Microsoft Office Suite (Excel, Word, PowerPoint)
- Time Management & Organizational Skills
- Team Collaboration

Activities

- **Member, Operations Management Club** – Kuwait University
 - Attended workshops focused on improving operational efficiency.
- **Volunteer, Charity Logistics Team**
 - Helped organize and manage supplies for local charity events.
- **Sports Enthusiast**
 - Participate in team sports like football and outdoor cycling for fitness and teamwork.

Interests

- Process Optimization & Efficiency
- Supply Chain Management Trends
- Logistics and Technology Integration
- Traveling and Cultural Exploration
- Fitness and Sports Activities