MOHAMED IMSAN

OPERATIONS EXECUTIVE

CONTACT

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📍 Riyadh, Saudi Arabia

SKILLS

- Data Analysis
- Inventory Management
- Power BI Reporting
- Process Improvement
- Team Leadership
- Database Management
- Critical Thinking
- Time Management

LANGUAGES

- English (Fluent)
- Tamil (Native)
- Hindi (Basic)
- Malayalam (Basic)

PROFESSIONAL CERTIFICATION

- **Certified in Six Sigma White Belt -** Udemy, June 2025

- **Professional Diploma in Supply Chain Management -** Udemy, April 2025

- **Office 365 Web Apps -** Udemy, October 2020

PROFILE

Skilled Operations Executive with experience in supervising teams, managing inventory, and handling data-driven processes. Strong in task coordination, accuracy control, and workflow improvement. Focused on meeting deadlines, reducing delays, and driving operational efficiency across daily activities.

WORK EXPERIENCE

Operations Staff

AJEX | Saudi Arabia | Dec 2024 - Present

- Leading inventory management processes including receiving, stocking, auditing, and maintaining inventory accuracy.
- Dispatching and assigning shipments to couriers accurately to maximize delivery efficiency.
- Preparing courier-wise summaries, actively following up with couriers to ensure on-time deliveries.
- Handling Hub Backlog Pending Reports by PowerBi and clearing pending shipment cases to maintain operational flow.
- Creating and submitting detailed HUB dispatch reports, including delivery percentage, shipment-wise, billing-wise, and client-wise performance metrics.

Operations Executive & Data Technician

Reneco International Wildlife Consultants LLC | Abu Dhabi, United Arab Emirates | Mar 2022 - Jun 2024

- Supervised data entry operations, ensuring accuracy, task distribution, and timely completion.
- Managed and maintained databases, reporting systems, and operational documentation.
- Supported data analysis and implemented process improvements to enhance workflow efficiency.

EDUCATION

Higher National Diploma in Software Engineering   2019 - 2021
IDM Eastern Campus - Batticaloa, Sri Lanka

Professional Diploma in ICT & Computing   2018 - 2019
NCC Education - Manchester, UK

Diploma in English   2018 - 2019
NCC Education - Manchester, UK