MUHAMMED ASHIF EK

OPERATIONS COORDINATOR

PROFESSIONAL SUMMARY

Proactive and detail-oriented professional seeking a role as an operation coordinator to utilize strong organizational , multitasking and problem-solving abilities. Equipped with expertise in Manage operational activities and staff ,Create and implement operational plans, Logistics coordination, Customer service and Data analysis.

CONTACT

Phone: +966 509501264

Email: aszimonu076@gmail.com

country : India

Address: Al Malaz, Riyadh 12832 , Saudi Arabia

Sex : Male

Age :29

WORK EXPERIENCE

APLUS LOGISTICS & RELOCATIONS - RIYADH | 2024 - PRESENT
Operation Coordinator

- Coordinated and streamlined daily operational activities,ensuring alignment with organizational objectives.
- Monitored and managed budgets,schedules,andproject timelines,ensuring all deliverables were met within deadlines.
- Supported in Accountings , Invoicing& Billing ,maintainin sales /expense records,and assisting with Vat filing.
- Served as a liais on between departments to facilitate communication,resolve conflicts,and enhance team collaboration.

EDUMETRIX LEARNING SOLUTIONS PVT LTD- NILAMBUR, KERALA | 2022-2023
Web Designer

- Developed robust system designs for clients in the healthcare, finance, and education industries
- Implemented best practices in system design and integration, improving system performance and reliability.

DOCKING STATION PVT LTD - TECHNOPARK PHASE-2 TRIVANDRAM,KERALA | 2021-2022
Junior php developer

- Assisted in the design and implementation of systems for small to mid-sized business clients
- Collaborated with junior and senior designers to develop system specifications and documentation

ACADEMIC HISTORY

Calicut university | 2017-2020   First Class
Master of Computer Application

Calicut university | 2014-2017 First Class
Bachelor of Computer Application

Govt Model Higher Secondary | 2012-2014   81%
Science

Kalladi Higher secondary School | 2009-2012 92%
SSLC

SKILLS

TECHNICAL

- MicrosoftOfficeSuite
- Zoho Accounting
- Email&DocManagement
- Html , Css, React , Php, Sql database
- Canva, Photoshop , Editing , Designing

PROFESSIONAL

- Project Management
- Public Relations
- Document control
- Time Management
- Office management
- Effective Communication
- Accounting management

LANGUAGES KNOWN - ENGLISH , MALAYALAM , HINDI , ARABIC, TAMIL