

# MOHAMED SHAKAWI

+ 971526675592 | shakawi1806@gmail.com | linkedin:mohamedshakawi



## Professional Summary

Detail-oriented and proactive Transport and Logistics Coordinator with proven experience in fleet coordination, route optimization, shipment tracking, and dispatch operations. Skilled at streamlining transportation workflows, ensuring timely deliveries, and maintaining compliance with shipping and customs regulations. Strong ability to liaise with vendors, drivers, and internal teams to achieve operational efficiency and customer satisfaction. Adept at handling time-sensitive shipments and optimizing transport schedules to reduce costs and improve service levels.

## Key Skills

- Logistics & Supply Chain Management
- Inventory Planning & Control
- Freight & Cargo Documentation
- Shipping & Port Operations
- Transportation & Fleet Coordination
- Warehouse Management
- Procurement & Negotiation
- Supplier Relationship Management
- Order fulfillment
- Import/Export Compliance
- Order Fulfillment & Tracking
- Vendor & Stakeholder Communication
- Microsoft Office (Excel, Word, PowerPoint)
- Tally ERP-9
- IBM SPSS
- Dispatch Operations
- Route Optimization & Fleet Scheduling
- Purchasing

## Professional Experience

**Worldwide Logistics (India) Pvt. Ltd, Chennai, India**

*Feb 2023 – June 2024*

**Designation : Logistics Documentation Executive**

- Coordinated shipment documentation to ensure accurate records and timely dispatch.
- Scanned, stored, and organized digital files for quick retrieval and compliance.
- Issued pre-alerts to clients, ensuring timely updates and operational transparency.
- Collected shipping instructions and invoices for processing and documentation.
- Liaised with vessel masters to arrange supplies and support onboard operations.
- Maintained communication between clients, vendors, and internal departments.
- Supported end-to-end shipping lifecycle with proactive coordination efforts.

**JJ Foods and Beverages, Chennai, India**

*July 2022 – Feb 2023*

**Designation : Logistics Coordinator**

- Monitored stock levels and placed timely orders to maintain inventory flow.
- Oversaw dispatch operations and ensured vehicles followed delivery schedules.
- Tracked shipments and rerouted transport to optimize fuel and delivery time.
- Performed logistics admin tasks including data entry, filing, and reporting.
- Collaborated with procurement and warehouse teams for operational sync.
- Coordinated deliveries across branches to meet customer satisfaction goals.

## Education

---

### **Master of Business Administration (MBA)**

Madras University, Chennai, India

2022 – 2024 (CGPA: 7.76)

### **Bachelor of Commerce (B.Com)**

Bharathidasan University, Trichy, India

2019 – 2022 (CGPA: 8.9)

## Achievements

---

- Reduced shipment delays by 20% through improved coordination and real-time communication with dispatch teams.
- Implemented a digitized documentation system, speeding up record retrieval and improving audit compliance.
- Optimized delivery routes, achieving a 15% reduction in transportation costs over six months.

## Certifications

---

- Tally ERP-9
- Supply Chain Excellence
- Supply Chain Management (Harvard Business Publishing Education)

## Areas of Interest

---

- Logistics Management
- Customs Clearance
- Procurement Executive
- Shipping Incharge

## Personal Details

---

- **Full Name:** Mohamed Shakawi
- **Date of Birth:** 18th June 2002
- **Nationality:** Indian
- **Passport No:** U4373540
- **Current Location:** Al-Satwa, Dubai
- **Languages:** English , Tamil

## Declaration

---

I hereby affirm that the details provided above are true and accurate to the best of my knowledge. I take full responsibility for the authenticity of the information and am committed to maintaining the highest level of professionalism and integrity in my work.