




MOHAMED SAFWAN CT


Operation Executive


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 17/03/2001

 India

Profile

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Dedicated and detail-oriented **Operation Executive** in managing supply chain operations,transportation, and inventory control. Expertise in coordinating shipments, optimizing delivery schedules, and ensuring cost-effective solutions. Skilled at collaborating with vendors, suppliers, and internal teams to ensure timely and delivery of products. Strong problem-solving abilities and a proven track record of resolving logistics challenges while maintaining compliance and reducing operational costs. Proficient in supply chain management with a focus on enhancing operational efficiency and customer satisfaction.

Professional Experience

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2024/09 – 2024/12 Cochin, India	<b>Operation Executive</b> <i>Cochin Logistics PVT. LTD</i> <ul style="list-style-type: none"><li>• Assisting in booking freight carriers (sea, air or road).</li><li>• Tracking shipments and managing delivery timelines.</li><li>• Preparing shipping documents like bills of lading, commercial invoices, and packing lists.</li><li>• Export/Import Permits Depending on the destination or origin.</li><li>• Communicating with clients to address their shipping needs.</li><li>• Providing updates on shipment statuses.</li><li>• Learning about customer service in the logistics industry.</li></ul>
2022 – 2023 Palloor, India	<b>Accountant</b> <i>Pmart Super Market</i> <ul style="list-style-type: none"><li>• Reviewed and processed invoices, sales tax, and purchase orders with a focus on maintaining data accuracy.</li><li>• Conducted detailed cost analysis, managed accounts payable, and generated weekly financial reports.</li><li>• Streamlined financial processes by implementing and maintaining effective accounting systems.</li><li>• Completed reconciled bank balances, and recorded general ledger entries.</li><li>• Delivered excellent customer service and maintained office equipment, ensuring full functionality and Troubleshooting as needed.</li></ul>

Education

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2023	<b>MBA-OPERATIONS AND SUPPLY CHAIN MANAGEMENT (PURSING)</b> <i>Pondicherry university</i>
2024	<b>Advanced Diploma in Logistics and Supply Chain Management</b> <i>SDC CANADA CERTIFICATION</i>
2023 Bengaluru, India	<b>Bachelor of Business Administration</b> <i>Koshys Group of Institutions</i> <b>Bengaluru North University</b>

## **Skills**

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### **Interpersonal Skills**

- Strategic Planning
- Process Improvement
- Team Leadership
- Customer Service
- Risk Management
- Performance Metrics

### **Operational Skills**

- Supply Chain Optimization
- Procurement and Sourcing
- Inventory Management
- Demand Forecasting
- Logistics Coordination
- Operation Management
- Transportation Management

## **Certificates**

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**LOGISTICS AND SUPPLY CHAIN INTERN**

**SUPPLY CHAIN AND PROCUREMENT TRAINEE**

**Advanced MS EXCEL**

Global German certification

**DIPLOMA IN LOGISTICS SUPPLY CHAIN  
MANAGEMENT**

**MM SAP**

Gobal German certification

## **Languages**

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**English**

**Hindi**

**Tamil**

**Malayalam**

## **Declaration**

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I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above mentioned particulars.