

# Muqsith Shajahan

Villa no 119, Mohamed Bin Zayed zone 1, Abu Dhabi

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## Objective

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Dynamic and committed professional with a Diploma in International Logistics, a Bachelor of Commerce, and currently pursuing an MBA in Logistics Management (Correspondence) at Alagappa University. Passionate about optimizing supply chain processes and driving growth in leading organizations in Singapore.

## Education

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Alagappa university <b>MBA In Logistics Management (Correspondence)</b>	<b>Tamil Nadu, India</b> December 2025
<b>Jamal Mohamed College</b> Bachelor of Commerce – CGPA :8.7 (First class with distinction)	<b>Tamil Nadu, India</b> April 2023
<b>Business School Logistics and Shipping</b> Diploma In International Logistics and Shipping	<b>Tamil Nadu, India</b> August 2023

## Experiences

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<b>SKYLOG MARINE INDIA PVT LTD</b>	<b>Chennai, India</b>
<b>Role:</b> Documentation And Junior Account Executive	Sep 2023 – Feb 2024
<b>Responsibilities:</b>	
• Monitored inventory levels and maintained records with logistics software • Prepared and reviewed shipping documents, including invoices and customs forms • Assisted in maintaining financial records and reconciling accounts • Processed invoices, payments, and expense reports accurately • Managed petty cash transactions and tracked office expenses • Addressed billing discrepancies with clients and vendors	

## Leadership

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Jamal Mohamed College <i>THANNEER SUTRU SOOLAL MANDRAM</i> Vice President	Tamil Nadu, India 2022-2023
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## **Skills & Certifications**

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- Introduction To Logistics Management
- Fundamentals Of Capital Market
- Tally Erp 9
- MS Office (word, excel, power point)
- Entrepreneurship Development

## **Languages Known**

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- Fluent In English
- Native Proficiency in Tamil