



MOHAMED SHAKAWI

👤 Profile

To make establish a career as an Executive in a dynamic and progressive organization where my skills can contribute to the company's goals and achievements and also did my own personal and professional goals.

💼 Work Experience

+971526675592

✉️ Shakawi1806@gmail.com

📍 Al-satwa, Dubai

Education

Master of business administration

MEASI Institute of management
[Madras university]
2022 -2024

Bachelor of commerce

Jamal Mohamed college
[Bharathidasan University]
2019 –2022

Expertise

Ms office

Team player

Multi tasking

Coordinator

Language

English

Tamil

2022
–
2023

JJ Foods and beverages Coordinator

- Maintained inventory by checking stocks to determine supply levels and ordering new supplies.
- Handling variety of office tasks by filling paperwork, generating report and presentation and Coordinating.
- Worked with team members of different departments to enact new practice and improve activities.
- managed fleet transportation dispatching for location.

2023
–
2024

WorldWide Logistics (India) Pvt. Ltd Logistics Documentation Executive

- Established a professional of open communication with a dispatch team, promoting collaboration and team work for improved performance.
- scanned documents and saved in database to keep the record of essential organizational information.
- Prepare pre-alert about the consignment.
- Collect Invoice and shipping instruction from Customer.
- Co-ordinate with Master and ship chandler to arrange Necessary requirement for vessel and crews.

📖 certificate

- Harvard business publishing education
- Supply chain excellence
- Supply chain management: A learning perspective
- Tally ERP -9