



# SOUFI LISHAM K

Business Support Executive

Pottammal (H), Kizhakkumuri PO, Kozhikode

+918943118895

Whatsapp : +918943118895

[soufilisham20@gmail.com](mailto:soufilisham20@gmail.com)

[www.linkedin.com/in/soufilisham](https://www.linkedin.com/in/soufilisham)

## SUMMARY

---

A motivated and detail-oriented graduate with 3 years of combined experience in inventory coordination and front office administration. Skilled in stock management, documentation and customer interaction. Adaptable, organized and eager to contribute to entry-level roles in business support, logistics and administrative operations.

## WORK EXPERIENCE

---

### **Inventory & Materials coordinator at Webond Footwear (P) Ltd, Coimbatore, Tamilnadu**

November 2023 – November 2024

Managed daily inventory of raw materials and finished goods, maintained stock records and co-ordinated with production staff to ensure timely material availability and smooth manufacturing flow.

### **Front office Executive at Iqraa international hospital & research centre, Kozhikode, Kerala**

August 2021 – June 2023

Managed front desk operations including patient registration, appointment scheduling and visitor inquiries, while providing administrative support to doctors and maintaining daily records.

## EDUCATION

---

### **Post Graduate Diploma in Logistics and Supply Chain Management**

**2022-2023**

Trans Globe school of Logistics holds certifications from **ATHE UK, STED council, India** and LSC India

### **Batchelor of Commerce (BCom)**

**2018 - 2021**

University of Calicut, Kerala, India

## CERTIFICATION

---

- Level 6 certification by LSC under the National Skills Qualification Framework
- STED council Commercial Shipping Management Certificate

## ADDITIONAL INFORMATION

---

- **Technical Skills** : MS Office Suit
- **Languages** : English, Hindi, Malayalam
- **Expertise** : Team player, Fast learner, Interpersonal communication, creative problem solving
- **Achievements** : Employee award for the contribution of NABH accreditation by Iqraa hospital

## PERSONAL PROFILE

---

Date of Birth: 08/07/2000

Nationality: Indian

Marital Status: Single