



# MUSTAFA KOTWAL

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## JOB ROLE:

Commerce Graduated Open to all Job roles.

## PROFESSIONAL SUMMARY:

Organized and dependable candidate, successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## KNOWLEDGE & SKILLS:

- Excellent communication skill with fluency in spoken English.
- Self-motivated and hard working
- Quick learner, flexible in working hours & nature.
- Good verbal and written communication skills
- Ability to work under pressure and under deadlines.
- Professional Strength
- Can work independently or as a part of team.
- Responsible towards work
- Enthusiastic and hardworking
- Sincerity towards job and punctuality
- Responsible towards work
- Enthusiastic and hardworking

## EDUCATION:

- **Bachelor of Commerce - B. Com**
- **Graduated in 2021 From Bhopal Nobles' University, Udaipur (India).**
- **Higher Secondary** - Rajasthan Board, India
- **Higher Secondary** - Rajasthan Board, India

## LANGUAGES:

- **Hindi** (Read), (Write), (speak)
- **English** (Read), (Write), (Speak)

## COURSES & CERTIFICATION:

- Customer Service Problem solving & Troubleshooting – **LinkedIn Learning**
- Digital Advertising – **HubSpot Academy**

## COMPUTER SKILLS:

- Microsoft Windows & Apple OS
- Microsoft Office (Microsoft word, Excel & PowerPoint)
- Microsoft Outlook
- Scanning Technology
- Advanced Internet Search

## WORK EXPERIENCE:



### Ship Hold Shipping & Logistics Co. (February 2024 till present)

Job Role : Sales & Operations Executive.  
Location : Mirqab, Kuwait City

- Utilize logistics to optimize procedures.
- Answering customer queries.
- Coordinate timely and accurate shipments.
- Engage in regular communication with clients.
- Plan and track the shipment of final products according to customer requirements.
- Keep records of Shipment orders.



### United Business Group W.L.L (January 2023 - December 2023)

Job Role : Administrative coordinator  
Location : Kuwait

- Answer phone calls and emails in a professional manner.
- Complete administrative tasks including filing, scheduling and organize & schedule appointments.
- Maintain client and employee records.
- Oversee the productivity of other administrative staff members.
- Ensure office policies and procedures are followed.
- Contribute to the improvement of these processes.
- Write and distribute email, correspondence memos, letters, faxes and forms.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Update and maintain office policies and procedures.
- Order office supplies and research new deals and suppliers
- Maintain contact lists.
- Book travel arrangements
- Submit and reconcile expense reports.
- Provide general support to visitors.
- Act as the point of contact for internal and external clients

## PERSONAL DETAILS:

- Name : Mustafa Kotwal
- Birth Date : 16- June- 1999
- Nationality : Indian
- Marital Status : Single
- Residency Status : Article 18 (Transferable)
- Religion : Muslim
- Civil ID number : 299061603066

**REFERENCES:**

Available Upon Request

**DECLARATION:**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Place** – Kuwait

**Name** – Mustafa Kotwal