



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
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LANGUAGES:

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

COURSES & CERTIFICATION:

- Customer Service Problem solving & Troubleshooting – LinkedIn Learning
 - Digital Advertising – HubSpot Academy
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COMPUTER SKILLS:

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

WORK EXPERIENCE:



National Express Company (April 2024 - Till Present)

Job Role : Freight Operations

Executive. Location : Shuwaikh, Kuwait


- Execute operational plans and strategies that align with company objectives.
- Monitor and analyze operational performance metrics to identify areas for improvement
- Collaborate with various departments to ensure smooth operational workflows and communication
- Support project management activities related to operational initiatives
- Oversee and manage shipment schedules and deliveries.
- Coordinate with clients, suppliers, and transport teams to ensure smooth operations.
- Track and monitor shipments to ensure timely delivery.
- Resolve operational issues while maintaining compliance with regulations.
- Prepare reports on operational performance and suggest improvements.
- Preparing and managing all necessary shipping documents, including bills of lading, invoices, and customs paperwork.
- Monitoring freight costs and working to optimize shipping expenses while maintaining service quality.
- Ensuring that all operations comply with relevant regulations and standards in the transportation industry.
- Addressing any logistical challenges that may occur during the shipping process and finding effective solutions.
- Created and managed job files utilizing Dynamic Software.
- Responsible for generating quotations using Fresa Technologies software.
- Facilitated effective communication through Zoiper Software



Ship Hold for Shipping & Logistics Co. (January 2023 – February 2024)

Job Role: Sales & Operations Executive.

Location: 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.
 - Develop new customers in the area.
 - Coordinating and monitoring supply chain operations.
 - Manage inventory databases.
 - Ensure accuracy of orders and shipping documents.
 - Prepare bills and invoices of Shipments.
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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
- Driving License : Not Available

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

