



## MOHAMED ARSHATH

+971-509475418

mohamedarshath1234@g  
mail.com

Dubai -UAE

## SKILLS

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Tally
- SPSS
- Documentation
- Operation

## HOBBIES

- Drawing
- Writing
- Travel
- Sports

## SUMMARY

*Detail-oriented Operations Assistant with experience in logistics, procurement, and supply chain management. Skilled in coordinating deliveries, maintaining documentation, and liaising with suppliers for cost-effective fulfilment. Proven in enhancing operational efficiency through process improvements.*

## WORK EXPERIENCE (MAR 2023- APR 2024)

### FREIGHTERIX CARGO SOLUTIONS CHENNAI, INDIA.

#### **Operation Assistant.**

#### **ROLE AND RESPONSIBILITIES**

- Assisted in managing the end-to-end delivery process, ensuring timely and accurate fulfilment of client orders.
- Helped with site procurement activities, aligning orders with supplier agreements to optimize costs and schedules.
- Handled logistics documentation, including purchase orders and order tracking, ensuring compliance with company standards.
- Monitored and tracked orders, generating reports on shortages, backlogs, and delivery statuses for stakeholders.
- Coordinated with suppliers to confirm lead times, delivery dates, and costs, ensuring alignment with project timelines.
- Contributed to continuous improvement initiatives, helping to enhance operational efficiency and service delivery.

## **EDUCATIONAL QUALIFICATION**

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### **PERSONAL DETAILS**

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**Date of Birth:** 30-May-2000

**Father Name:** Haji Mohamed.M. J

**Marital Status:** Single

**Gender:** Male

**Nationality:** Indian

**Passport No:** V2175698

**Visa Status:** Visit Visa

### **LANGUAGES**

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- English
- Tamil
- Malayalam

### **SOFTSKILL**

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- Good Communication
- Decision Making
- Quick Learner
- Problem Solving

#### **POST GRADUATE:**

**Master of Business Administration - MBA**

(2021 – 2023) Passing

**MEASI Institute of Management**

*Chennai*

**Specialization:** Logistics and supply chain management

**University:** University of Madras

#### **UNDER GRADUATE:**

**Bachelor of Commerce – B.COM**

(2018 – 2021) Passing

**M.I.E.T Arts and Science College**

*Tiruchirappalli*

**University:** Bharathidasan University

### **DECLARATION**

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*I Hereby by declare that the above-mentioned particulars are true and correct to the best of my knowledge and belief.*

### **SIGNATURE**

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