

# PROFILE

Aspiring supply chain management professional with a strong passion for the field. Academically equipped with comprehensive knowledge in supply chain management, logistics, shipping, procurement, and operations. Eager to apply my skills in a professional setting, I am enthusiastic and confident about utilizing my leadership and problem-solving abilities to contribute to a dynamic organization by improving operational processes and driving organizational success.

## SKILLS

- Negotiation
- Relationship-building skills
- Interpersonal skills
- Leadership skills
- Ability to work under pressure
- MS Office Skills
- Effective Communication

## CERTIFICATES

- Guiding Leadership and Outreach (GLO) Program- Brandix
- Facilitation and completion of Skill Upliftment workshop of the Guiding Leadership and Outreach (GLO) Program - Brandix

# MOHAMED MISAL

## EDUCATIONAL HISTORY

### **University of Plymouth**

*BSc (Hons) Operations and Logistics Management | 2021 - 2024*

### **Gulf Indian School**

*Central Board of Secondary Education (CBSE) | 2006 - Dec 2020*

## WORK EXPERIENCE

### **EDOTCO Group**

*Supply Chain Management Intern  
November 2024 - April 2025*

- Supplier Documentation & Vendor Approval: Managed supplier documentation, including KYC, SCOC, and DD processes, ensuring compliance with company standards. Collaborated with legal teams for contract drafting.
- Stakeholder Coordination & ERP Management: Coordinated with internal stakeholders and suppliers to facilitate contract signing, followed up on procurement processes.
- Procurement Approval Process: Prepared detailed Procurement Approval Forms (PAF) and ensured all procurement documents and contract terms were accurate before seeking approval.

# EXTRACURRICULAR ACTIVITES

- Event Manager - Project Coast 3.0 - AIESEC in NSBM (March 2024 - May 2024)
- Event Manager - Glory'24 - AIESEC in NSBM (August 2024 - December 2024)
- Business To Business Team Leader - Incoming Global Volunteer - AIESEC in NSBM (August 2023 - January 2024)
- Head of Partnership Development - Project Coast 2.0 - AIESEC in NSBM (September 2023 - October 2023)

## REFEREE

- Sandali Wiyathunga, Human Resources Executive, EDOTCO Group Email:Sandali\_ext@edotcogroup.com Phone No: +94765844997
- Mr.Shaja Musthaffa, MILT Lecturer, Department of Operations & Logistics Faculty of Business, NSBM Green University Email:- shaja.m@nsbm.ac.lk Phone No: +94767878159

## Silueta - Technologies by MAS Holdings

Raw Material Warehouse Intern  
August 2024 - September 2024

- Warehouse Optimization: Contributed to the improvement of warehouse layout and storage methods, optimizing space and improving workflow efficiency. Gained hands-on experience with SAP ERP systems, enhancing my ability to manage and streamline warehouse operations effectively.
- Reporting and Documentation: Prepared daily and weekly reports on raw materials movements, and shipments
- Project Management: Maintaining ongoing projects,, planning and strategizing to implement new ones

## AIESEC in NSBM

Head of Incoming Global Volunteer  
February 2024 - February 2025

- Team Leadership: Led a diverse team of members, fostering collaboration and driving project success through effective leadership and management.
- Partnership Development: Established and maintained strategic partnerships with companies to create and expand sustainable volunteer projects, enhancing organizational impact. Negotiate agreements and terms with partner organizations regarding volunteer placements.
- Volunteer Recruitment and facilitation: Coordinate with international and local organizations to recruit volunteers for various projects in Sri Lanka. Facilitate pre-arrival and post-arrival for volunteers

## Luxury Cargo, Kuwait

Data Entry Operator  
May 2019 - Nov 2019

- Data Entry: Accurately input and update data into company databases and systems from various sources.
- Data Maintenance: Maintain and update existing data records, ensuring data integrity and consistency.
- Documentation: Organize and maintain data files, ensuring proper documentation and easy retrieval of information.