



## **MUSTAFA KOTWAL**

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**Address:** Khaitan, Kuwait

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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



## 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 : 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.



### 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
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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

## 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

