



# MOHAMED SHAKAWI

## Profile

To make establish a career as an Executive in a dynamic and progressive organization where my skills can contribute to the company's goals and achievements and also did my own personal and professional goals.

## Work Experience

2022  
-  
2023

### **JJ Foods and beverages Coordinator**

- Maintained inventory by checking stocks to determine supply levels and ordering new supplies.
- Handling variety of office tasks by filling paperwork, generating report and presentation and Coordinating.
- Worked with team members of different departments to enact new pratice and improve activities.
- managed fleet transportation dispatching for location.

2023  
-  
2024

### **WorldWide Logistics (India) Pvt. Ltd Logistics Documentation Executive**

- Established a professional of open communication with a dispatch team, promoting collaboration and team work for improved performance.
- scanned documents and saved in database to keep the record of essential organizational information.
- Prepare pre-alert about the consignment.
- Collect Invoice and shipping instruction from Customer.
- Co-ordinate with Master and ship chandler to arrange Necessary requirement for vessel and crews.

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 Shakawi1806@gmail.com

 Al-satwa, Dubai

## Education

### **Master of business administration**

MEASI Institute of management  
[Madras university]  
2022 -2024

### **Bachelor of commerce**

Jamal Mohamed college  
[Bharathidasan University]  
2019 -2022

## Expertise

Ms office

Team player

Multi tasking

Coordinator

## Language

English

Tamil

## certificate

- Harvard bussiness publishing education
- Supply chain excellence
- Supply chain management: A learning perspective
- Tally ERP -9