

# MOHAMED SAFWAN CT

## Operation executive



✉ safwanmohamedct@gmail.com

☎ +971 56 911 4868

📍 Dubai, UAE

📅 17/03/2001

🌐 [linkedin.com/in/mohamed-safwan-ct-9146792b0](https://www.linkedin.com/in/mohamed-safwan-ct-9146792b0)

### Profile

Dedicated and detail-oriented **Operation Executive** in managing supply chain operations, transportation, and inventory control. Expertise in coordinating shipments, optimizing delivery schedules, and ensuring cost-effective solutions. Skilled at collaborating with vendors, suppliers, and internal teams to ensure timely and delivery of products. Strong problem-solving abilities and a proven track record of resolving logistics challenges while maintaining compliance and reducing operational costs. Proficient in supply chain management with a focus on enhancing operational efficiency and customer satisfaction.

### Education

<b>MBA-OPERATIONS AND SUPPLY CHAIN MANAGEMENT (PURSUING),</b> <i>Pondicherry university</i>	2023 – 2025 Pondicherry, India
<b>Advanced Diploma in Logistics and Supply Chain Management,</b> SDC CANADA CERTIFICATION	2024
<b>Bachelor of Business Administration,</b> <i>Koshy's Group of Institutions</i>	2023 Bangalore, India

### Professional Experience

<b>Operation executive,</b> <i>Cochin Logistics PVT.LTD</i> <ul style="list-style-type: none"><li>Assisting in booking freight carriers (sea, air or road).</li><li>Tracking shipments and managing delivery timelines.</li><li>Preparing shipping documents like bills of lading, commercial invoices, and packing lists.</li><li>Export/Import Permits Depending on the destination or origin.</li><li>Communicating with clients to address their shipping needs.</li><li>Providing updates on shipment statuses.</li><li>Learning about customer service in the logistics industry.</li></ul>	Sep 2024 – Dec 2024 Cochin, India
<b>Accountant,</b> <i>Pmart supermarket</i> <ul style="list-style-type: none"><li>Reviewed and processed invoices, sales tax, and purchase orders with a focus on maintaining data accuracy.</li><li>Conducted detailed cost analysis, managed accounts payable, and generated weekly financial reports.</li><li>Streamlined financial processes by implementing and maintaining effective accounting systems.</li><li>Completed reconciled bank balances, and recorded general ledger entries.</li></ul>	2022 – 2023 Palloor, India

## Skills

### Interpersonal skills

- Strategic Planning
- Process Improvement
- Team Leadership
- Customer Service
- Risk Management
- Performance Metrics

### Operational skills

- Supply Chain Optimization
- Procurement and Sourcing
- Inventory Management
- Demand Forecasting
- Logistics Coordination
- Operation Management
- Transportation Managemen

## Certificates

**LOGISTICS AND SUPPLY CHAIN INTERN**

**SUPPLY CHAIN AND PROCUREMENT TRAINEE**

**Advanced MS EXCEL**

Global GERMAN Certification

**DIPLOMA IN LOGISTICS SUPPLY CHAIN  
MANAGEMENT**

**MM SAP**

Gobal German Certification

## Languages

- English
- Hindi
- Tamil
- Malayalam

## Declaration

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above mentioned particulars.