

MOHAMED SAFWAN CT *Operation Executive*

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📅 17/03/2001

.FLAG India

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 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.

Professional Experience

2024/09 – 2024/12

Cochin, India

Operation Executive

Cochin Logistics PVT. LTD

- Assisting in booking freight carriers (sea, air or road).
- Tracking shipments and managing delivery timelines.
- Preparing shipping documents like bills of lading, commercial invoices, and packing lists.
- Export/Import Permits Depending on the destination or origin.
- Communicating with clients to address their shipping needs.
- Providing updates on shipment statuses.
- Learning about customer service in the logistics industry.

2022 – 2023

Palloor, India

Accountant

Pmart Super Market

- Reviewed and processed invoices, sales tax, and purchase orders with a focus on maintaining data accuracy.
- Conducted detailed cost analysis, managed accounts payable, and generated weekly financial reports.
- Streamlined financial processes by implementing and maintaining effective accounting systems.
- Completed reconciled bank balances, and recorded general ledger entries.
- Delivered excellent customer service and maintained office equipment, ensuring full functionality and Troubleshooting as needed.

Education

2023

MBA-OPERATIONS AND SUPPLY CHAIN MANAGEMENT (PURSING)

Pondicherry university

2024

Advanced Diploma in Logistics and Supply Chain Management

SDC CANADA CERTIFICATION

2023

Bengaluru, India

Bachelor of Business Administration

Koshys Group of Institutions

Bengaluru North University

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 Management

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.