

# MOHAMMAD HAFFIS HAJA

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Enthusiastic recent graduate with a strong theoretical understanding of logistics and supply chain management, seeking an entry-level Logistics and Shipping Coordinator role to contribute to efficient operations. My key strengths include exceptional organizational, communication, and problem-resolution skills, which I am eager to leverage in shipment tracking, meticulous documentation, and effective vendor communication to ensure seamless and timely delivery processes.

## PROFESSIONAL EXPERIENCE

### ADMIN ASSISTANT

Jan 2025 - May 2025

#### FUTURENEXT

Proactive and highly organized Administrative Assistant with 4 month of experience optimizing operational efficiency and providing comprehensive support to executives and teams in dynamic environments.

### INTERN

Oct 2024 - Nov 2024

#### KARTHAS SHIPPING SOLUTION LLP

An internship at Karthas Shipping Solutions offers a firsthand look into the complex world of global trade and logistics. I have gained exposure to various departments, from operations and cargo handling to customer service and documentation. You can expect to learn about the intricacies of supply chains, the importance of timely deliveries, and the regulations governing international shipping. It's a chance to see how goods move across the world and contribute to a vital industry.

## EDUCATION

### PROFESSIONAL DIPLOMA

Jul 2023 - Mar 2025

#### Center for Continuing Education Kerala - CCEK

Obtained a Diploma in Shipping and Logistics, specializing in shipping operations, logistics processes, and customer service within the shipping industry.

### BACHELORS OF ARTS

Aug 2022 - Mar 2025

#### SIKKIM PROFESSIONAL UNIVERSITY

Bachelor of Arts degree focused on cultivating communication, research, and problem-solving skills, directly applicable to managing administrative tasks and delivering excellent customer service.

## SKILLS

Time Management  
Problem-Solving  
Multitasking

Leadership & Teamwork  
Data Entry Management  
Excellent Communication

Microsoft Excel

## LANGUAGES

- English
- Hindi
- Tamil
- Malayalam

## DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge