

MOHAMED SHAKAWI

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Professional Summary

Detailed-oriented and proactive Logistics Professional with hands-on experience in supply chain coordination, documentation, and dispatch operations. Skilled in streamlining logistics workflows, optimizing transportation schedules, and maintaining inventory accuracy. Proven ability to communicate effectively across teams, vendors, and clients to ensure smooth end-to-end delivery operations. Adept at handling time-sensitive shipments, managing documentation, and supporting cross-functional logistics processes with a strong focus on efficiency and customer satisfaction.

Key Skills

- Logistics & Supply Chain Management
- Inventory Planning & Control
- Freight & Cargo Documentation
- Shipping & Port Operations
- Transportation & Fleet Coordination
- Warehouse Management
- Import/Export Compliance
- Order Fulfillment & Tracking
- Vendor & Stakeholder Communication
- Microsoft Office (Excel, Word, PowerPoint)
- Tally ERP-9
- IBM SPSS

Professional Experience

Worldwide Logistics (India) Pvt. Ltd, Chennai, India

Feb 2023 – June 2024

Designation : Logistics Documentation Executive

- Coordinated shipment documentation to ensure accurate records and timely dispatch.
- Scanned, stored, and organized digital files for quick retrieval and compliance.
- Issued pre-alerts to clients, ensuring timely updates and operational transparency.
- Collected shipping instructions and invoices for processing and documentation.
- Liaised with vessel masters to arrange supplies and support onboard operations.
- Ensured compliance with international shipping and customs documentation rules.
- Maintained communication between clients, vendors, and internal departments.
- Supported end-to-end shipping lifecycle with proactive coordination efforts.

JJ Foods and Beverages, Chennai, India

July 2022 – Feb 2023

Designation : Logistics Coordinator

- Monitored stock levels and placed timely orders to maintain inventory flow.
- Oversaw dispatch operations and ensured vehicles followed delivery schedules.
- Tracked shipments and rerouted transport to optimize fuel and delivery time.
- Performed logistics admin tasks including data entry, filing, and reporting.
- Collaborated with procurement and warehouse teams for operational sync.
- Coordinated deliveries across branches to meet customer satisfaction goals.
- Assisted in implementing logistics strategies to improve warehouse efficiency.
- Handled vendor communications for procurement and timely supply management.

Education

Master of Business Administration (MBA)

2022 – 2024 (CGPA: 7.76)

Madras University, Chennai, India

Bachelor of Commerce (B.Com)

2019 – 2022 (CGPA: 8.9)

Bharathidasan University, Trichy, India

Achievements

- Reduced shipment delays by 20% through improved coordination and real-time communication with dispatch teams.
- Implemented a digitized documentation system, speeding up record retrieval and improving audit compliance.
- Optimized delivery routes, achieving a 15% reduction in transportation costs over six months.

Certifications

- Tally ERP-9
- Supply Chain Excellence
- Supply Chain Management (Harvard Business Publishing Education)

Areas of Interest

- Logistics Management
- Customs Clearance
- Procurement Executive
- Shipping Incharge

Personal Details

- **Full Name:** Mohamed Shakawi
- **Date of Birth:** 18th June 2002
- **Nationality:** Indian
- **Passport No:** U4373540
- **Current Location:** Al-Satwa, Dubai
- **Languages:** English , Tamil

Declaration

I hereby affirm that the details provided above are true and accurate to the best of my knowledge. I take full responsibility for the authenticity of the information and am committed to maintaining the highest level of professionalism and integrity in my work.