

# Muqsith Shajahan

Villa no 119, Mohamed Bin Zayed zone 1, Abu Dhabi

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## Objective

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Dynamic and committed professional with a Diploma in International Logistics, a Bachelor of Commerce, and currently pursuing an MBA in Logistics Management (Correspondence) at Alagappa University. Passionate about optimizing supply chain processes and driving growth in leading organizations in Singapore.

## Education

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|---|---|
| Alagappa university<br><b>MBA In Logistics Management (Correspondence)</b>                                  | <b>Tamil Nadu, India</b><br>December 2025 |
| <b>Jamal Mohamed College</b><br>Bachelor of Commerce – CGPA :8.7<br>( <i>First class with distinction</i> ) | <b>Tamil Nadu, India</b><br>April 2023    |
| <b>Business School Logistics and Shipping</b><br>Diploma In International Logistics and Shipping            | <b>Tamil Nadu, India</b><br>August 2023   |

## Experiences

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| <b>SKYLOG MARINE INDIA PVT LTD</b>  | <b>Chennai, India</b> |
| <b>Role:</b> Documentation And Junior Account Executive   | Sep 2023 – Feb 2024   |
| <b>Responsibilities:</b>  |                       |
| <ul style="list-style-type: none"><li>• Monitored inventory levels and maintained records with logistics software</li><li>• Prepared and reviewed shipping documents, including invoices and customs forms</li><li>• Assisted in maintaining financial records and reconciling accounts</li><li>• Processed invoices, payments, and expense reports accurately</li><li>• Managed petty cash transactions and tracked office expenses</li><li>• Addressed billing discrepancies with clients and vendors</li></ul> |                       |

## Leadership

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| Jamal Mohamed College<br>THANNEER SUTRU SOOLAL MANDRAM<br>Vice President | Tamil Nadu, India<br>2022-2023 |
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## Skills & Certifications

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- Introduction To Logistics Management
- Fundamentals Of Capital Market
- Tally Erp 9
- MS Office (word, excel, power point)
- Entrepreneurship Development

## Languages Known

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- Fluent In English
- Native Proficiency in Tamil