

MOHAMED SAFWAN CT

Operation executive



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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.

Education

MBA-OPERATIONS AND SUPPLY CHAIN MANAGEMENT (PURSUING),
Pondicherry university

2023 – 2025

Pondicherry, India

Advanced Diploma in Logistics and Supply Chain Management,
SDC CANADA CERTIFICATION

2024

Bachelor of Business Administration, Koshy's Group of Institutions
Bangalore, India

2023

Bangalore, India

Professional Experience

Operation executive, Cochin Logistics PVT.LTD

Sep 2024 – Dec 2024

Cochin, India

- 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.

Accountant, Pmart supermarket

2022 – 2023

Palloor, India

- 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.

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
- Tamil
- Hindi
- 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.