



SOUFI LISHAM K

Business Support Executive

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SUMMARY

A motivated and detail-oriented graduate with 3 years of combined experience in inventory coordination and front office administration. Skilled in stock management, documentation and customer interaction. Adaptable, organized and eager to contribute to entry-level roles in business support, logistics and administrative operations.

WORK EXPERIENCE

Inventory & Materials coordinator at Webond Footwear (P) Ltd, Coimbatore, Tamilnadu

November 2023 – November 2024

Managed daily inventory of raw materials and finished goods, maintained stock records and co-ordinated with production staff to ensure timely material availability and smooth manufacturing flow.

Front office Executive at Iqraa international hospital & research centre, Kozhikode, Kerala

August 2021 – June 2023

Managed front desk operations including patient registration, appointment scheduling and visitor inquiries, while providing administrative support to doctors and maintaining daily records.

EDUCATION

Post Graduate Diploma in Logistics and Supply Chain Management

2022-2023

Trans Globe school of Logistics holds certifications from ATHE UK, STED council, India and LSC India

Batchelor of Commerce (BCom)

2018 - 2021

University of Calicut, Kerala, India

CERTIFICATION

- Level 6 certification by LSC under the National Skills Qualification Framework
- STED council Commercial Shipping Management Certificate

ADDITIONAL INFORMATION

- **Technical Skills** : MS Office Suit
- **Languages** : English, Hindi, Malayalam
- **Expertise** : Team player, Fast learner, Interpersonal communication, creative problem solving
- **Achievements** : Employee award for the contribution of NABH accreditation by Iqraa hospital

PERSONAL PROFILE

Date of Birth: 08/07/2000

Nationality: Indian

Marital Status: Single