



## MOHAMED ARSHATH



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mohamedarshath1234@g  
mail.com



Dubai -UAE

## SKILLS

- Microsoft Excel
- Microsoft word
- Microsoft PowerPoint
- Tally
- SPSS
- Documentation
- Operation

## HOBBIES

- Drawing
- Writing
- Travel
- Sports

## SUMMARY

*Detail-oriented Operations Assistant with experience in logistics, procurement, and supply chain management. Skilled in coordinating deliveries, maintaining documentation, and liaising with suppliers for cost-effective fulfilment. Proven in enhancing operational efficiency through process improvements.*

## WORK EXPERIENCE (MAR 2023- APR 2024)

**FREIGHTERIX CARGO SOLUTIONS  
CHENNAI, INDIA.**

**Operation Assistant.**

### ROLE AND RESPONSIBILITIES

- Assisted in managing the end-to-end delivery process, ensuring timely and accurate fulfilment of client orders.
- Helped with site procurement activities, aligning orders with supplier agreements to optimize costs and schedules.
- Handled logistics documentation, including purchase orders and order tracking, ensuring compliance with company standards.
- Monitored and tracked orders, generating reports on shortages, backlogs, and delivery statuses for stakeholders.
- Coordinated with suppliers to confirm lead times, delivery dates, and costs, ensuring alignment with project timelines.
- Contributed to continuous improvement initiatives, helping to enhance operational efficiency and service delivery.

## PERSONAL DETAILS

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Date of Birth: 30-May-2000

Father Name: Haji Mohamed.M. J

Marital Status: Single

Gender: Male

Nationality: Indian

Passport No: V2175698

Visa Status: Visit Visa

## LANGUAGES

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- English
- Tamil
- Malayalam

## SOFTSKILL

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- Good Communication
- Decision Making
- Quick Learner
- Problem Solving

## EDUCATIONAL QUALIFICATION

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### POST GRADUATE:

Master of Business Administration - **MBA**

(2021 – 2023) Passing

**MEASI Institute of Management**

Chennai

**Specialization:** Logistics and supply chain management

**University:** University of Madras

### UNDER GRADUATE:

Bachelor of Commerce – **B.COM**

(2018 – 2021) Passing

**M.I.E.T Arts and Science College**

Tiruchirappalli

**University:** Bharathidasan University

## DECLARATION

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I Hereby by declare that the above-mentioned particulars are true and correct to the best of my knowledge and belief.

**SIGNATURE**

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**MOHAMED ARSHATH.H**