



## PROFILE SUMMARY

To obtain a creative and challenging position in an organization that give me an opportunity for self-improvement and leadership, while contributing to the symbolic growth of the organization with my technical, innovative and logical skills.

## VISA STATUS-VISIT

## CONTACT

PHONE:  
0521768605

EMAIL:  
Shafiok3777@gmail.com

## LANGUAGE KNOWN

English,Hindi,Arabic,Malayalam&Tamil

## HOBBIES

Travelling  
Reading  
Volley ball

## PERSONAL DETAILS

Name : Muhammad Shafi O K  
Father Name : Abdul Salam  
Nationality : India  
Date of Birth : 02/06/1997  
Marital status : Single  
Gender : Male  
Passport No. : P1281167

# MUHAMMADSHAFI O K

## EDUCATIONAL QUALIFICATION

**ADVANCE DIPLOMA IN LOGISTICS MANAGEMENT(NSDC CETIFICATION)**  
SAFEDUCATE.KOCHI.KERALA,INDIA  
JULY 2018 – JANUARY 2019

**GRADUATION IN BBA MARKETING (CALICUT UNIVERSITY)**  
MALABAR COLLEGE OF ARTS AND SCIENCE.MOODADI.KERALA,INDIA  
JULY 2014 - MARCH 2017

## WORK EXPERIENCE

### SAFEXPRESS LOGISTICS PVT.LTD- LOGISTICS ASSISTANT

JUNE 2018 – JANUARY 2019

Job Description : Trace, track and expedite purchase processes, Create and maintain contact with vendors and customers to ensure timely delivery of goods, Audit freight cost and documentation, Ensure accuracy of all inventories, Review bills, invoices and purchase orders, Organize files both manually and electronically, Ensure that all items are correctly numbered and tagged, Manage warehouse security related work such as preparing badges, passes and identification card

### FLIPKART FC WAREHOUSE COIMBATORE – WAREHOUSE ASSISTANT

FEBRUARY 2019 – MAY 2019

Job Description-pack, stock, organize and rearrange product in warehouse, move inventory and material across facilities, package item and label correctly, scan delivered item and ensure quality, operate forklifts and pallet jacks, work as an active team member to complete team goals.

### BESTWAY SUPER MARKET PAYYOLI ANGADI – ADMINISTRATIVE ASSISTANT

(APRIL 2016 – MARCH 2018)

Job Description : Count store inventory for official store records, Answering and directing phone calls to relevant staff, Write up inventory reports detailing any overstock or missing item, Maintain logs of all products and supplies, Check actual store inventory against computerized records, Receives store deliveries, Greeting and directing visitor and new staff to the organization Finding ways to improve administrative processes, Ordering and taking stock of office supplies Being a point of contact for a range of staff and external stakeholders

## IT SKILLS

MS OFFICE(Word, Excel and PowerPoint)  
Tally ERP.9  
Operating System

**MUHAMMAD SHAFI O K**