

SHAMEEL MUSTHAFA

Mobile - 0544869131

Email - Shameelpadath@gmail.com

<https://www.linkedin.com/in/shameel-musthafa-4b1763126/>



Academic Qualifications

- **Pursuing MBA Supply Chain and Logistics Management - 2024**
- **BCA (Bharathiar University) 2015**
- **CARGO SUPPLY CHAIN & TRANSPORT MODES (IATA) - 2017**
- **LOGISTICS, WAREHOUSE AND INVENTORY MANAGEMENT - 2017**

Nationality

Indian

Languages

English, Hindi,

Malayalam

PERSONAL PROFILE

Experienced **Logistics Executive** with 4 years of proven expertise in inventory management, stock control, and store operations. Strong analytical skills and market knowledge, adept at sourcing reliable suppliers and managing vendor relationships. Adept at optimizing storage processes, maintaining accurate records, and ensuring efficient handling of goods. Demonstrates a strong ability to oversee inventory levels, handle supplier interactions, and implement best practices for inventory control. Known for exceptional organizational skills, attention to detail, and the ability to thrive in fast-paced environments. Proven track record in enhancing operational efficiency and contributing to overall business success through effective storekeeping practices.

EXPERIENCE

Logistics Executive 03/2021 -09/2024

Lulu Group International UAE

- Receive and inspect incoming goods for quality and accuracy.
- Maintained organized storage facilities, including proper labeling, shelving, and inventory tracking systems
- Prepared and packaged outgoing shipments, ensuring accuracy and compliance with customer requirements
- Collaborated with purchasing department to replenish stock levels and fulfill supply needs in a timely manner
- Assists with validating invoices based off received orders
- Handling of damaged and return goods daily according to established company procedure
- Address any issues or discrepancies with orders in a timely manner.
- Follow safety protocols and ensure compliance with health and safety regulations.
- Establish and maintain relationships with suppliers and vendors.

Executive Assistant 01/2019 -10/2020

Gic housing finance LTD India

- Ensure all necessary information and documentation is submitted to the loan underwriting department, and is recorded properly in electronic file format

- Meet and communicate with applicants to explain the risks and benefits, as well as the terms of loan products and government regulations
- Obtain relevant information and evaluate applicants' financial status, including credit history, debt-to-income ratio, and appraisal reports, to determine recommendation for loan approval

Store Keeper 01/2017 -01/2018

Concord freight pvt ltd India

- Receiving, storing, inventorying and distributing a variety of supplies, materials, and equipment
- Assists with validating invoices based off received orders
- Handling of damaged and return goods daily according to established company procedure

SKILLS

- SAP
- Inventory Management
- Store Operations
- Attention to Detail
- Time Management
- Transportation Management
- Teamwork

PERSONAL DETAILS

Date of birth	:	20-12-1994
Marital Status	:	Single
Passport No	:	L7536092

PASSION

- Movies
- Story Telling
- Content Creation on Social Media

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