

MUHAMMED MINHAI KV

LOGISTICS | SUPPLY CHAIN & FINANCE SUPPORT

+971 507324151 | muhdminhajkv@gmail.com | Al Satwa, Dubai

PROFESSIONAL SUMMARY

Detail-oriented and result-driven professional with proven experience in logistics operations, warehouse coordination, inventory control, and accounting support. Skilled in managing procurement, transportation planning, invoice processing, and financial reporting. Demonstrates accuracy in documentation, SAP & Tally usage, and effective communication across teams. Committed to optimizing supply chain workflows and maintaining financial accuracy while delivering high operational efficiency.

CORE COMPETENCIES

- Logistics & Warehouse Management
- Inventory Control & Stock Audits
- Accounting & Financial Documentation
- Purchase Orders & Invoice Processing
- Vendor Coordination & Reconciliation
- Transportation & Route Planning

WORK EXPERIENCE

Operations Executive	2024
Ness PteLtd2,5G reenwich Drive,#0-3-01, Singapore - 533973	
- Managed daily logistics operations and monitored supply chain flows. - Prepared and maintained invoices, purchase orders, and delivery receipts. - Handled route scheduling and ensured cost-effective, on-time delivery ,Customs documentation & clearance - Sorting and organizing inventory to ensure accurate stock levels. - Conducting quality checks to maintain high standards. - Efficiently packing and picking orders for shipment	
Operation assistant - (part time) kerala Kozhikode koyilandy	2022 -2023
Delihevery courier	
- Delivered packages/food promptly and accurately. - Maintained delivery records and handled cash/online payments. - Communicated effectively with customers to confirm orders and resolve issues. - Ensured safety and proper handling of items.	

EDUCATION

Diploma in Logistics and Supply Chain Management International Management and Sports College, Singapore (2024)
Bachelor of Business Administration (BBA)
JDT Islamic College (Affiliated to Calicut University) (2023)
Higher Secondary -Computer Science Govt. Mopila NSS, Koyilandy (2019)

VISA STATUS

VISIT VISA till 02/01/2026

TECHNICAL SKILLS

- Attention to Detail & Accuracy - Financial Reconciliation - Communication & Team Coordination	- Analytical Thinking Time Management - Team Collaboration Communication & - Interpersonal Skills Integrity & Work - Ethics
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LANGUAGES

English | Hindi | Tamil | Malayalam