

MUHAMMED ANAS ASRAF K

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PROFESSIONAL SUMMARY

Dedicated logistics and supply chain professional with hands on experience in warehouse management, inventory control and shipment coordination. Proven ability to streamline operations, improve process efficiency and ensure timely dispatch while maintaining compliance with safety and regulatory standards. Skilled in documentation management, workforce handling, and resolving operational challenges in fast paced environments. Strong analytical mindset with experience in decision making, supported by proficiency in Microsoft Office tools and Python. A reliable team player with excellent communication and a commitment to operational excellence in logistics and supply chain functions.

EXPERIENCE

Supply Chain Management, Riyadh, KSA

Dec 2024 - Ongoing

- Managing warehouse operations including receiving, storage, order fulfillment and dispatch.
- Coordinating cross functional communication between logistics, procurement and finance teams.
- Ensuring documentation accuracy such as delivery notes, shipment records and compliance paperwork.
- Supporting strategic planning for supply chain scalability and efficiency improvement.
- Analyzing data trends to improve forecasting accuracy and reduce wastage.
- Ensuring adherence to KSA logistics regulations, company standards, and safety protocols.

Shift Incharge

Jan 2023 - Nov 2024

ZEPTO, Chennai, India

- Maintained workforce discipline, attendance management, and shift performance control.
- Monitored KPIs including order accuracy, dispatch timelines, and delivery efficiency.
- Assisted with audits, inventory verification, and stock cycle counts.
- Handled escalations, operational disruptions, and on ground problem solving.
- Maintained hygiene, safety compliance, and workplace organization.
- Coordinated with hub managers, delivery partners and support teams.

EDUCATION

Bachelor of Business Administration

Sathyabama Institute of Science and Technology, Chennai, India
8.4 CGPA

Higher Secondary- Commerce Stream

Arafa English School, Attur, Thrissur, Kerala, India
78%

High School

Arafa English School, Attur, Thrissur, Kerala, India
72%

INTERNSHIP

Marketing and Sales Intern

Thermofab Engineers, Perungudi, Chennai

Jan 2023- June 2023

- Carried out data analysis and market research to assist marketing initiatives.
- Provided exceptional customer service, which raised customer satisfaction by 20%.
- Attended:
- Python and MySQL lab
- Advanced Computer Operation lab
- Window, Word, Excel and Powerpoint advanced lab

PROJECT

- Performance Evaluation based on Marketing Products of Roofing sheets (June 2023- Dec 2023)

- Analyzed supply chain trends, client feedback, and shipment data to identify operational bottlenecks and key performance indicators, providing actionable recommendations and collaborating with cross-functional teams to implement and monitor process improvements.

TECHNICAL SKILLS

- Microsoft Office Suite - Excel, Word, PowerPoint
- Photoshop
- Python Programming

KEY SKILLS

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|-----------------------------|------------------------|
| • Warehouse Operations | • Process Optimization |
| • Supply Chain Coordination | • Safety Compliance |
| • Time Management | • Team Collaboration |
| • Client Relationship | • Software Proficiency |
| • Data Documentation | • Quality Assurance |

LANGUAGE

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| • English | • Hindi |
| • Malayalam | • Arabic |
| • Tamil | |

PASSPORT DETAILS

- Passport No: W7828466
 - Date of Issue: 24/11/2022
 - Date of Expiry: 23/11/2032
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