

MUHAMMED SAFWAN KV

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PROFESSIONAL SUMMARY

Versatile and motivated professional with a strong foundation in administration, logistics and aviation. Experienced in management, documentation, and supply chain support. Skilled in operations, coordination, and team collaboration, with a proactive approach, strong communication skills, and a problem-solving mindset. Eager to contribute to a dynamic team, ensuring efficient operations, accurate management, and seamless distribution processes.

PROFESSIONAL EXPERIENCE

Freelance Logistics | Operations Executive

May 2025 –Aug 2025

Dubai, UAE (Back Office – Kozhikode, Kerala)

- Liaised with international clients and agents for smooth cargo movements
- Prepared competitive and accurate quotation for both FCL and LCL shipments
- Preparing import/export shipping documents and manifests
- Coordinating with carriers and drivers for overland transport across the GCC
- Utilized freight software for real-time shipment tracking and updating clients on ETAs

Al Dana International Co | Logistics Coordinator

Jan 2024 – Mar 2025

Dammam, KSA

- Coordinate daily transportation operations for inbound and outbound shipments within Saudi Arabia.
- Liaise with drivers, transport vendors, warehouses, and clients to ensure smooth cargo Movement.
- Prepare and verify transport documents including delivery notes, gate passes, trip sheets, and PODs
- Track vehicle movements and monitor deliveries to ensure on-time and safe cargo delivery.
- Ensure compliance with Saudi transport regulations, company SOPs, and safety standards.
- Resolve transport-related issues such as delays, breakdowns, or documentation Discrepancies.
- Communicate shipment updates and delays proactively to internal teams and customers.

Flyhind Tours & Travels | Travel Coordinator (Intern)

Mar 2023 – April 2023

Kozhikode, Kerala

- Build and maintained relationships with B2B vendors and partners
- Advised customers on travel options, including flights, hotel and packages
- Resolved booking and itinerary issues promptly to enhance customer satisfaction
- Managed customer data and booking using CRM systems

EDUCATION

- **Bachelor of Business Administration with Aviation Management** **2025**
Bengaluru North University (Koshys Group of Institutions) – Karnataka
- **Higher Secondary Education - Commerce** **2021**
National Institute of Open Schooling (NIOS)–Kerala
- **High School - General Studies** **2018**
International Indian School Riyadh (CBSE) – Saudi Arabia

CERTIFICATIONS

- **Advanced Practical Training in Logistics & Supply Chain Management** – *Pralog Logistics Training Academy*
- **Airport Ground Handling, Cargo & Customer Service** –*Bangalore Institute of Aviation & Logistic*
- **40 hours of Training Program on Passenger Handling, Reservation & Ticketing** – *Clicks Campus*

SKILLS

Technical Skills: Rate Calculation & Quotation, Data Entry and Reporting, Third-Party Logistics (3PL) Systems, Bill of Lading (BOL), Shipping & Receiving Processes, Documentation Management, DG Cargo Awareness, Quotation Handling, Transportation Management Systems (TMS) & Tracking, Incoterms, Remote Support, Regulatory Compliance, Microsoft Office Suite (Word, Excel, PowerPoint), Outlook, CRM, ERP Tools, Booking System Management

Soft Skills: Operational Coordination & Planning, Attention to detail in Documentation, Multilingual Communication, Quick Learner, Adaptability to technology, Team Collaboration & Delegation, Time management & Prioritization, B2B & B2C Communication, Strategic planning, Problem solving, Crisis Management, Analytical & Technical Skills, Adaptability, Team management, Quick learning, Communicational & Interpersonal skills, Customer Relationship skill

PERSONAL INFO

- Date of Birth: 27-05-2001
- Nationality: Indian
- Gender: Male
- Marital status: Single
- Transferrable Iqama

LANGUAGES

- English
- Hindi
- Arabic
- Malayalam