

# MOHAMED SULTAN

Date of birth : 29/9/1996  
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## EDUCATION

**Bachelor of International Logistics Management - Bahrain Polytechnic**  
July 2019

## PROFESSIONAL CERTIFICATES

**Certificate of Transportation and Logistics Management - Chartered Institute of Logistics and Transport**  
June 2016

**Diploma of Transportation and Logistics Management - Chartered Institute of Logistics and Transport**  
July 2018

## WORK HISTORY

**Logistics coordinator - Mondelez International**  
February 2020 - Present

- Allocate/reserve stock for shipping.
- Handles communication with 3PL.
- Warehouse space utilization.
- 3PL invoice verification and prepare monthly financial reports of 3PL services.
- Form and manage disposal plan of quality rejected stock.

**Customer service advisor - DHL Easyshop**  
August 2019 – January 2020

- Communicate with customers and respond to customers' enquires through live-chat and e-mails.
- Convert customers' issues to the required department and Follow up with the complaints.

**Trainee (Industry Project Placement) - Aramex Distribution Center**  
March 2019 – June 2019

- Responsible of investigating and solving the issue of delays during dispatching of pallets in Aramex distribution center.

**Trainee (Supply Chain Department) - Tatweer Petroleum**  
June 2018 – August 2018

- Responsible of handling high-volume paperwork and collaborating with the Supply Chain Department to resolve invoicing and shipping issues.

## SKILLS

- SAP ERP.
- Languages: Fluent English & Native Arabic.
- Microsoft Office (Word, Powerpoint, Excel & Access).

## ACHIEVEMENTS

- Increasing ASRS utilization in Mondelēz international ( warehouse system ) From 55% to 77% through software improvements as well as space utilization ( July , 2020 ).