

Abdul

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***PROFILE:***

*Talented professional with 3 years of rich experience to progressive accomplishments leading operations and logistics. Ability to take Initiatives for start-up companies and diversified International corporations. Strong strategic planner, problem solver and persuasive leader. Committed to managing operations and projects flawlessly while consistently delivering desired results and contributing to revenue producing activities.*

*Class-functional team building, Communication and interpersonal skills. Interact well with stakeholders, Focus groups, and governmental agencies. Keen ability to see the "big picture" while staying abreast of business details and tight deadlines. Recognized for consistent success in developing systems and processes and procedures to streamline corporate operations, increase revenues and enhance profit performance.*



***PROFESSIONAL WORK EXPERIENCE:***

1. **Al Shaya Group, Logix, Jabeel Ali FZCO.**

**From April 17, 2012 to till date**

***Job Title:*** *Admin Assistant*.

 ***JOB PROFILE:***

* *A dynamic professional of rich experience in Logistics, Warehousing, Inventory Management and Material Management.*
* *A strategic planner with expertise in implementing cost saving measures to achieve reduction in terms of raw material, procurement costs, and logistics cost.*
* *Review the environmental records of freight carriers to inform shipping decisions.*
* *Calculate weight, volume, or cost of goods to be moved.*
* *Recommend shipping solutions to minimize cost or environmental impacts.*
* *Determine efficient and cost-effective methods of moving goods from one location to another.*
* *Reserve necessary space on ships, aircraft, or trucks.*
* *Distribution of all the demanded Stock and Orders on Appropriate destination.*
* *Managing logistics operations involving coordinating with companies for Sea/ Air/ Road Transport, C&F Agents, CHA’s and other external agencies to achieve seamless & cost-effective transport solutions.*
* *Generating pick orders from WMS and maintenance & storekeeping of all inventories.*
* *Monitoring stock accumulation, determining discrepancy & abnormal consumption if any and take necessary measures to counter them.*
* *Managing general administrative activities like shift schedule preparation, coordinating with group administration for payroll & overtime reimbursements.*
* *Keeping records of items entering & leaving warehouse with proper inspection to detect any damaged / spoiled goods.*
* *Completing the target as per the given SLAs.*
* *Documentation Original invoice B) packing list C) Air way bill or Bill of Lading D) Certificate of Origin E) Delivery Order*
* *Delivery order should be collected from Airline/Shipping line providing letter and AWB/BL*



1. **Al kandari electrical L.L.C, Dubai**

**March 2008 to Dec 2011.**

***Job Title:*** *Sales Support & Coordinator.*

***JOB PROFILE:***

* *Supporting sales representatives and coordinating sales-related activities with sales team,*
* *Contribute to achieving monthly and yearly sales targets.*
* *Maintaining good customer relationships by acting as an extension of the field sales force.*
* *Excellent organizational, administrative and communication skills, together with an ability to deliver high standards of customer service.*
* *Contact customers and prospects to arrange appointments or make follow-up calls to confirm orders or delivery dates.*
* *Ensure that representatives have sufficient quantities of sales support material, such as product brochures or case studies.*
* *Also act as a first point of contact for urgent calls, emails and messages when sales representatives are not available.*
* *Ensuring customer satisfaction by accuracy and timely processing of orders.*
* *Handling the orders by telephone, or email and check that they include correct prices, discounts and product numbers, contacting customers to resolve any queries.*
* *Informing the customers of any delays and arranges alternative delivery dates.*
* *Collaboration with other departments for smoothes process.*



**CERTIFICATIONS:**

* **I.P.S.C.M.I (**Certified International Supply Chain Professional **)**

Ongoing classes in Blue Ocean Academy, Karama, UAE.

***Affiliated to U.S.A.***

* **H.D.C.H.M (**Honor diploma in computer hardware maintenance & Networking**)**

Windows (98/XP/ 2000, 2003, 2007/ Professional / Unlimited),

MS-Office.

IEC-Institute of Electronics and Computers, Hyderabad- IND.



**EDUCATION & QUALIFICATION:**

* **Bachelor of commerce**

Osmania University, Hyderabad

* **C.E.C (Board of intermediate)**

Nava Chaitaniya, Precollege, Hyderabad



**SKILLS:**

1. Very good hands well experience on MS Office.
2. Problem solving skills.
3. Good in Verbal and written communication.
4. Flexible in work.
5. Worked on WMS ( Warehouse Management System)



**PERSONAL DETAILS:**

NATIONALITY : Indian

GENDER : Male

MARITAL STATUS : Married

LANGUAGES KNOWN : English, Urdu, and Hindi

