Mohammed 

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**Available in Visiting Visa from December 21st TO March 17th 2017 in UAE**

**Career Objectives;**  
To be professionally associated with an esteemed organization through which I can apply my skills and achieve company objectives. To apply my work experience and knowledge to the best of my ability, to make an effective contribution to the growth of the organization.

**Experience**

**Hewlett Packard (HP) Global e-Business Services Pvt. Ltd.**

Bangalore, India

**Sales Support Coordinator (Logistic Coordinator)**  FromJan 2013 – Sept 2016

**Key Responsibilities:**

* End to End planning, coordination & execution for smooth flow of Integrated Supply Chain.
* Active involvement with major clients of the branch in conjunction with both Regional/National management.
* Familiarize with local customs rules and regulations as well as cargo handling activities to respective origin & destination.
* Client servicing with standards in the industry & best practices.
* Develop cordial relations with customer for biz development, retention of the existing biz.
* Coordinating with overseas offices / customs brokers / national distribution / carriers to ensure all work is carried out to pre-set service levels and procedures as well as reviewing these regularly to seek improvements.
* Documentation of the related activities.
* Interpreting the practical difficulties of operations to customer in amicable manner.
* Chasing and accelerating the operational activities to ensure the on time delivery to customer.
* Daily Status reports to customer, management and KPI measure analysis.
* Awareness of departmental profit & loss situation, involvement in monitoring of budgets.
* Ensuring the maintenance of high standards of customer care, i.e. existing customers are serviced professionally by Operations team.
* Ensuring that the cargo2000 & Data Quality KPI’s are met. Maintain interdepartmental relationship with suppliers, sales, logistics, credit and collections and co-ordinate their activities to resolve partner query
* Also worked with Logistic Depot Engineer.

Achievements

* Received best performance award for the month of July 2013 and Aug 2013 and Apr 2014.
* Received Spot Award for Nov 2013 and May 2013
* Successfully trained new team members
* Maintained accuracy for 1 year
* Successfully completed the Learning Pyramid
* I updated the CEE process specials for the team single-handedly
* Received best performer award for the month of May 2014,received extra miler award for Q1 of 2013 received best performance award in Q2 for 2013 which is given to the candidate who exceed the customer expectations, excels with appreciations from the customers and has the highest utilization and efficiency.
* Got appreciation from CSR, TM & customers for the quick & appropriate action for their query

**Baharat Transport Pvt Limited** Jan 2011 – Oct 2012 Bengaluru Area, India  
[Supply Chain / Logistics Coordinator](https://www.linkedin.com/title/senior-supply-chain-%2F-logistics-co-ordinator?trk=mprofile_title)

• Monitoring the quality, quantity, cost and efficiency of the movement of goods.  
• Coordinating and controlling the requirement of Logistics support with international deliveries especially in non-Iraq projects.  
• Lasing with procurement department on delivery anticipations  
• Responsible for travelling or working in all GCC business areas regardless of country limits.  
• Analyzing logistical problems and recommending new solutions.  
• Coordinate Logistics functions required for shipping and receiving,  
• Train, motivate and educate Logistics personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline.  
• Direct, coordinate and review the work plan for the Logistics, import, export formalities; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work, methods and procedures.  
• Ensure food safety and/or materials safety from the point of Origin to the delivery through proper control measures.  
• Responsible for monitoring all Sea and Air transports  
• Responsible for supplier evaluation concerned in transportation and reporting to the Logistics manager.  
• Participate in implementing, maintain, and improvement of the ISO 9001 & ISO 22000 standards.  
• Placing accuracy of GE assets shipments.  
• Tracking records of Assets shipped from one place to other.  
• Servicing of assets if required as per customer requirements.  
•Quoting and sending RFQ to Customers.  
•Order placements as per GE standards.  
•Track of Warehouse records.  
•Prioritizing customer satisfaction and Client requirements  
•Creation of Service Requests and Activity in Oracle CRM   
•Creating Credit notes.  
•Responsible for maintaining a record of all outstanding purchase orders with external vendors.  
•Arranges transportation and forwarding services for all orders to ensure material is delivered as per schedule.  
•Expedites all critical orders with local subcontract vendors.

**Basic Qualification**

* Qualification: SSLC (10th Class):
* Year of passing: March 2001
* University/Institute: KSEEB
* Qualification: PUC
* Year of passing: May 2005
* University/Institute: Department of Pre-University Education
* Qualification: B.com
* Year of passing: May 2011
* University/Institute: Gulbarga University

**Certifications**

**Testing** **Tools**

**Advanced Excel**

**Strengths**

* Optimist, Hardworking & Confident in work I do
* Adapt to a changing environment and circumstances
* Ability to take high work pressure with ease and Accuracy
* Strong Ability to produce results within a team environment
* Quick learner and a good trainer

**Skills**

* SAP R/3 (Fusion and Sail)
* MS-Office (Outlook, Word, PowerPoint and Excel)
* Installing and Configuring all Windows OS

**Languages Known**

* **English/Kannada/Telugu/Hindi/Urdu**  
  Good written and oral skills

**Personal Information**

* Date of birth - 22nd Oct 1984
* Marital Status - Single
* Religion - Muslim
* Nationality - Indian

**Passport Details**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Passport Issue Place : BANGALORE
* Passport Issue Date : 22/08/2015
* Passport Expiry : 27/08/2025

## Declaration:

I hereby declare that all the above details furnished by me are true and correct to the best of my knowledge.