Ubaid

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CAREER OBJECTIVE

:

To render quality service to the company that meets my experience and qualification.

**PROFESSIONAL EXPERIENCE**

:

**Albahja Trading Oman ( 2015-2016)**

**AshtelTrading, Saudi Arabia. (*2012-2015)***

Ashtel trading is a Dubai based trading company mainly dealing IT, Mobile accessories, Electronics Multimedia, industrial tools and ladies fashion accessories products across the world.

**POSITION**–**Sales and Purchasing**

**Job assignments include;**

* In charge of Overall activities of Purchase and sales department.
* High levels of integrity & professionalism in transactions &conduct with suppliers and customers
* Find out suitable suppliers in Dubai, Chaina,India & local market
* Responsible Preparation & Execution of purchase order and sending the same to suppliers.
* Experienced in Ensuring timely supply of Materials
* Experienced in Department Coordination & Inter Departmental Relations.
* Selection of appropriate supplier and negotiating with supplier and strong knowledge in new supplier searching Create adequate source & Supplier identification.
* Managing logistics functions, negotiating with transporters & clearing agents for cost effective transport solutions & clearances. Lessoning with local authorities & ensure preparation of all papers/documents.
* Interaction with, Finance& Accounts Dept. release the payment to the vendors as per supply terms.
* In case if any rejection materials from stores interaction with quality control dept. get the report and send back to the vendors.

**ITL QualityBureau-Dammam(2011-2012)**

**ITL Quality bureau is a leading service provider in ISO certification and safety training in Saudi Arabia**

**POSITION- Marketing**

**Job assignments include;**

* Planning&implementing marketingactivities.
* Setting upnewmarkingstrategies.
* Generatingsales leads.
* Managingcustomerrelationships.
* Loggingandprogressingallnew leads/potentialsalesenquiries
* Assistingwithcampaignbuilding&promotionalcopyproduction.
* Makingsalescallsandhandlingenquiries frompotentialcustomers.
* Analyzeandproduce reportsondataprovidedbycustomers
* Campaigntracking,measurement,evaluationandreportingonallactivity.

**PREVIOUS EMPLOYER: International Business Management (IBM) Bangalore, India May 2010 till April 2011.**

**POSITION**– **Financial Delivery Executive**

**Job assignments include;**

* Solving The Daily Activity
* Preparing Dunning Letters
* Responding customer query
* Preparing refund template
* Preparing monthly report
* Reporting to Credit Control Team About Customer Due

ACADEMIC CREDENTIALS

:

* Master’s Degree in Business Administration (MBA) from sambharam management studies, University of Bangalore, Bangalore. 2012.
* Bachelor of Business Administration (BBM) Taliparamba Arts & Science College from Kannur University, Kerala, India- 2010.

COMPUTER PROFICIENCY

:

* Tally.
* Excellent working knowledge of all Microsoft Office packages.
* Internet and Computer.

MAJOR ACHIVEMENT

* **GitexDubai-2013**
* **HongKongTradeshow2012**
* **CantonfairChaina-2012**

CORE SKILLS

:

* Strong organizational, administrative and analytical skills.
* Ability to maintain confidentiality.
* Ability to produce consistently accurate work even whilst under pressure.
* Ability to multi task and manage conflicting demands.
* Ability to work in a team.
* Committed to work in project deadlines and schedules.
* Ability to work in any shift timing.