**ASHRAF**

Logistic Coordinator

C/o 971503718643

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 **SUMMARY**

Possess excellent working skills and knowledge together with good communications & interpersonal traits, talent for problem solving and proven ability to work in highly professional environment with multicultural people. An ambitious, self-motivated and committed team player who can bring to your organization: passion, productive ideas, organized work approach, professionalism and strong strength of work ethics.

#  WORK EXPERIENCE

## Telephony Telecommunication Elect Tech LLC – Sharjah – U.A.E.

Logistic Coordinator, March 2013 – June 2017

*Job Responsibilities:*

* Organizing proper storage area for stuffing the goods to their designated areas.
* Monitoring and tracking the flow of in and out goods in the warehouse.
* Preparing DN and invoice to customer.
* Successfully implemented delivery management systems for all the customer deliveries,
* Customer care, and retail shop-deliveries.
* Identifying and quickly resolving any stock discrepancies that may occur during deliveries.
* Receipt storage, identification and preservation of goods.
* Provide all necessary MIS reports to the head office.
* Handling shipments of items to outstation.
* Handling of various documentation of store.
* Product handles: (PABX – Cisco, Avaya, NEC, Panasonic, Networking: Alcatel, Cisco, Netgear, Huawei, Linksys.
* CCTV : Samsung, IPTech, Hikvision, Acti, CP Plus. Structure Cabling: Datwyler, Molex, Optronics, Panduit.

## Jowhara LLC in Saudi Arabia

Sales & Marketing / Food Products, October 2009- November 2012

*Job Responsibilities:*

* Placing order to supplier and receiving ordered items, Maintained files.
* Set up and handled incoming mail and office filing systems.
* Prepared records for the outgoing and incoming documents.
* Checking stock level and creating purchase order, Attends to Clients telephone.
* Provide administrative support to the Team.
* Passing memos to instructors.
* File keeping of all documents as per ISO standards.
* Responsible in maintaining, monitoring all important documents of the Company.
* Controlling all company payment and bank transactions, Other duties as assigned.

## Reliance Industries (Footprint), Cochin, India

Assistant Store Supervisor - July 2008 – Aug 2009

*Job Responsibilities:*

* Ordering of new products when necessary.
* Arrange for receipt of Shipments.
* Assist the customer with their demands, suggestion and complaints.
* Check the products before opening and closing of the Store.
* Communicate with the manager regarding Sales, Employees and other important matters.
* Distribute everyday jobs and orders to employees.
* Check the product previous to the opening and closing of the store.

#  EDUCATION

Bachelor Degree (Kannur University, India, Kerala)

+2 (Higher Secondary Board of Education) SSLC (Secondary School Living Certificate)

#  COMPUTER SKILLS

WINDOWS OPERATING SYSTEMS

MICROSOFT OFFICE (WORD, EXCEL, & OUTLOOK) INTERNET & E-MAILING

Tally

#  PERSONAL DOSSIER

Gender : Male Marital Status: Married Nationality : Indian

Date of Birth : 08-July-1985

Language : English, Arabic, Hindi, Tamil & Malayalam Visa Status : Visit Visa (Date of expiry: 25 March 2018.

#  DECLARATION

I hereby declare that the information furnished above are true to the best of my knowledge and belief and assure my best performance with utmost dedication and good faith

during my profession.

Anticipating you to find me eligible to o"er my service to your esteemed organization. Ashraf