**ATIF**

EMAIL: [atif.373125@2freemail.com](mailto:atif.373125@2freemail.com)

**OBJECTIVE**



Interested for a position in a growth minded company that offers a progressive future and rewards hard work. Seeking a suitable position that allows utilization of my skills & exhibits my capabilities to the greatest extent, thereby accomplishing both the company’s and my personal goals.

**STRENGTHS**

* Dedication, with an inner drive to succeed and accomplish goals.



* Willingness to learn and apply knowledge gained in the workplace.
* Meticulous and reliable; a good team worker.

**WORK EXPERIENCE**



**Sales Executive**

**FENDERCARE MIDDLE EAST LLC**

**Dec 2015 – Jan 2017**

Handling Enquiries and preparations of quotes and sales contracts Sourcing non-stock items locally and internationally

Maintain relationship with all key accounts by making periodic visits, exploring specific needs and anticipating new opportunities

Specialized in sale of the Yokohama Fenders / Profile Fendering / Anchors/Anchor Chains & Fittings (for ships & Moorings / Deck equipment’s / Fibre & Wire Ropes / Quay Side Bollards to handle enquires for Marine projects/Dredging Companies/ Dry docks.

Improving product marketability and profitability by researching, identifying, capitalizing on market opportunities.

**FENDERCARE MIDDLE EAST LLC**

**June 2011 – Dec 2015**

**Operations/Customers Service**

Order Processing & Logistics Responsibilities:

* Ensuring smooth functioning of Order to Delivery process
* Analyzing customer PO, T & C, Payment terms (Guarantees & L/C) Delivery Terms and Special certification conditions.
* Guiding Sales Team in preparation of Tenders and Sales Contracts involving Bid Bonds, Guarantees and L/C.
* Generation of WIP reports and coordinating with factories and freight forwarders in accelerating deliveries
* Conduct periodic survey with customers on the service level offered by the company
* Preparation of Non Conformity reports to Quality Department
* Classification and electronic storing of Class Certificates as per product classification
* Credit control and credit check of new customers

Warehousing & Supply Chain Responsibilities:

* Arranging Import / Export documentations, packaging and markings as per country requirements
* Generation of delivery schedule reports and updating shipment log
* Coordinating with Sales and Technical Department in categorizing various orders and liaising with Suppliers for obtaining quotes
* Raising RFQs, evaluating bids and selecting suitable suppliers and forwarders
* Generating Slow Moving stock reports and preparing suitable disposal plans.

**2**

**Etisalat Shj-Ajman**

**Jan 2009- May 2011**

**Customer Service- Client Complaint Handler**

Dealing with Clients Directly

Handling clients complaint and solving clients issues

Registering client complaints and advising concern team to act.

**EDUCATIONAL BACKGROUND**



 BACHELORS IN BUSINESS ADMINISTRATION Skyline University College, Sharjah – 2011

**PERSONAL DETAILS**



|  |  |  |
| --- | --- | --- |
| D.O. Birth | : | 03 May 1988 |
| Visa | : | Employment Visa (Transferable) |
| Nationality | : | Pakistani |
| Marital Status : | | Married |
| License | : | Holding valid U.A.E. driving license |
| Languages | : | English, Hindi & Urdu |

**REFERENCES**



References shall be provided on request.

**3**