** BAQI**

**Contact: C/o 971505891826**

**E-Mail:** baqi.378227@2freemail.com

***An accomplished & knowledgeable professional*** *aiming for senior level assignments*

*As****Sales & Logistics Coordinator****with an organization of high repute; preferably*

*In****IT- Security / Manufacturing*** *industry*

***Location Preference: UAE, & Middle East***

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| **SKILLS SET** | **PROFILE SUMMARY** |
| **Inventory Management****Pre & Post Sales Operations** **Client Relationship Management****Reporting & Documentation****Shipping Operations****Cost Control****Liaison & Coordination****Team Management**  | * A competent professional with 9+ years of experience in **Sales Coordination, Customer Service and Logistics Operations**
* Hands-on experience in driving logistics operations which encompasses negotiating with various parties for timely delivery of materials required
* Skilled in determining method of shipment, utilizing knowledge of shipping procedures, routes & rates; preparing shipments, bill of ladings, exports and special documents
* Instrumental in coordinating with customers/ forwarders and managing sales process
* Expertise in validating receipt of items by comparing items received to items ordered; resolving shipments in error with suppliers
* Demonstrated abilities in maintaining coordination between various functional departments
* Proficient in preparing weekly/ monthly/quarterly sales quotations reports
* An effective communicator with good analytical, leadership, interpersonal, planning and problem solving skills
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**CORE COMPETENCIES**

* Responsible for managing sales operations with accountability for incremental volume & profit growth
* Interacting with vendors / suppliers for efficient negotiations on price, delivery schedule and other terms & conditions
* Following up PO payments & stock control documentation and controlling commercial work flow in the company
* Maintaining stock & inventory; arranging received stock on their respective locations and assisting warehouse helpers for the proper arrangements of stock
* Overseeing dispatch of stores / spares by the most economical means keeping in mind the urgency of goods to be transported and where feasible draw up agreement with freight forwarders; require combining a few requisitions together before dispatching
* Looking after overall functioning of processes, identifying improvement areas and implementing adequate measures to maximize customer satisfaction level
* Understanding invoice submission channel and submitting it to concern department and following up payments accordingly
* Compiling stock control records & information to determine unused items and recommending disposal of excess stock

**ORGANIZATIONAL EXPERIENCE**

***Jan’14 – Dec’16: BFT Middle East FZCO (Subsidiary of BFT SPA Italy), UAE as Sales Coordinator***

***Jul’10 – Dec’13: Visionaire FZE, UAE as Sales Coordinator***

***Mar’09 – Feb’10: NSD Technology LLC, UAE as Sales Coordinator***

**Key Result Areas:**

* Shouldered the responsibility of:
* Receiving enquiries through tender/ fax / mail/ sales personnel’s and responding accordingly
* Checking the prepared material, items wise in order to reconfirm that the goods are correct
* Interacted with client for any clarification prior to responding the enquiries and with design team for preparation of BOQ
* Generated technical & commercial proposal and liaised with Design& Technical Team for major RFP/tender/projects
* Accountable for:
* Calculating cost/fright/customs duty and other administrative expenses to fixed selling price
* Downloading &preparing technical products catalogues
* Keeping a track of all MOM & pre sales documents and maintaining quotation & enquires data base
* Booking the shipment with freight forwarders & shippers in order to dispatch material on time; applying / preparing COO/BL, transfer of ownership (Free Zone Company) and submitting acknowledgement of collected material/ AWB Tracking No. to consignee for their follow up
* Comparing outgoing shipments to bills of lading, invoices, packing list, orders, or other records to verify and checking non-moving items and preparing reports
* Liaised with:
* Design of more technical information in order to submit along with proposal
* Client for submitted proposals and provide clarification if required
* Warehouse and logistics for the preparation of material as per delivery order
* Warehouse operation team by complying with legal & corporate requirements; inspected items as to quality and quantity against freight documents
* Validated received purchase order, letter of award/ letter of intent and notification
* Arranged MOM prior to post sales process /clarification; prepared invoice, packing list and other associate documents for the received orders
* Managed well-organized records of all supporting and confidential documents with an efficient filing system
* Looked after preparation of shipping documents such as invoice, packing list, certificate of origin & internal transfers
* Delivered shipping instruction to shipping line/airline to execute the bill of lading or air way bill;managed customer service operations like order processing, order acknowledgement, order scheduling, export document preparation and invoicing
* Championed in reviewing freight rates (air, courier & land);certifying all documents, invoices & packing list related to the customs for export;follow-up the shipments & their documents for on time receiving the material in warehouse and arranging shipment for the dispatching the material
* Executed LIFO method for the issuing & dispatching material; handled weekly inventory for expensive items (remotes /receivers, etc.)
* Developed standards &methods for packaging and storing supplies & materials; unpacked incoming goods and wrapped & packed outgoing goods

**ACADEMIC CREDENTIALS**

* Master of Business Administration (Marketing) from Osmania University – Hyderabad, India in 1999
* Bachelors of Commerce (Computers) from Osmania University – Hyderabad, India in 1995

**TRAINING**

* Sales Force Training

**IT SKILLS**

* Well versed with:
* MS Office and Operating Systems
* Tally ERP 9 and Sales Force Cloud Computing

**PERSONAL DETAILS**

Date of Birth:25th June 1973

Address: Dubai –United Arab Emirates

Language Known: English, Urdu, Telugu and Arabic (Basic)

**Place of Issue: Hyderabad. India**

**Validity of Passport: 16/10/2027**

**Driving License: UAE Valid Driving license Up to July 2021**

**Visa Status: Visit Visa- Tourist Valid up to 24th May 2018**

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