

**Contact Information**

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**Visa Status: Visit**



SUHIAM

To effectively contribute my talent, skill, dedication and service to the company employed in and to share the necessary experience gained in the field of amusement and entertainment industry. And to help further realize the company's mission and objective in the industry and in the community

* Exceptionally well organized , strong work ethics and willingness to work hard to achieve employers



**Skills**

Handling Pressure

Critical Thinking

Time Management

Maturity

Leadership

Perseverance

Excellent interpersonal skills

Commercial awareness

IT skills

Strong Work Ethic

**Experience**

**WAREHOUSE OF**



**GAMES LTD**

DUBAI, UAE

February-2015

**December-2017**

**SALES EXECUTIVE**

Coordinate and organize After Sales requirements. Responsible for developing and maintaining customer relations for Spare Parts supply. Overall responsible for



inquiry/quotation process.

Approval of customer Purchase



Order.

Registration of order confirmations.



Ensure



materials/products are received by the customer.

Generate



certifications as per customer requirements.

Identifying and



defining new part numbers.

Supporting professional and competitive After Sales Services world wide.



Prepare internal reports on orders received, invoicing and delivery.



Goods receiving function such as Offloading, Checking and Put away of all incoming consignment.



Strictly follow standard processes, procedures and work instructions.



Report any defects or damage of stock to Supervisors. Carry out activities such as Scanning, cello wrapping, heat shrinking, labelling or other value added services as per requirement.



Maintain a cooperative work environment. Coordinate and monitor supply chain operations and budgets.



Arrange and Supervise all Import and Export Shipments Managing all local Deliveries within stipulated deadlines. Communicate with suppliers, retailers, customers etc. to achieve



profitable deals and mutual satisfaction.

Coordination with Shipping Carriers





**CINCINNATI**



**INTERNATIONAL**

BANGALORE, INDIA

July-2014

January-2015

**FORVOL**



**INTERNATIONAL**

BANGALORE, INDIA

May-2013

June-2014

Ensure Smooth and set procedure being followed within team for



the daily work

Managing Warehouse and inventory control including quarterly



stock checking, actual & system analysis.

**OPERATIONS HEAD**

Plan event from start to finish according to requirements, target audience and objectives.



Development, production and delivery of projects from proposal right up to delivery.



Come up with suggestions to enhance the event’s success.



Be in charge of hiring personnel (DJs, waiters etc.)



Coordinate all operations.



Supervise all staff (event coordinators, caterers etc.). Ensure event is completed smoothly and step up to resolve any problems that might occur. Good communication and negotiation ability.



Managing supplier relationships.



Ensuring excellent customer service and quality delivery. Communicating, maintaining and developing client relationships.



Travelling to on site inspections and project managing events.



**TRAVEL CONSULTANT**

Determining clients’ needs and suggesting suitable travel packages.



Organizing travels from beginning to end, including tickets, accommodation and transportation.



Supplying travelers with pertinent information and useful travel/holiday materials.



Organize travels from beginning to end, through booking tickets and accommodation, securing rental transportation etc.



Planning and selling transportations, accommodations, insurance and other travel services.



Provide advise on travel documents, insurance, import /export regulations etc.



Dealing with customer queries and complaints. Make reservations for planned travel, including hotels and airlines.



Coordinate the use of bonus miles and other rewards that clients want to use.



Follow up with clients about travel plans and make adjustments as needed.



**Education**



**B.M.V.P INSTITUTE**



INDIA

2014

**IATA TRAINING &**



**DEVELOPMENT**

**INSTTITUTE**

INDIA

2012

**ST. PHILOMEANS PRE**



**UNIVERSITY**

INDIA

2011

**ST. JOSEPH HIGH**



**SCHOOL**

INDIA

2009

**BACHELORS IN BUSINESS MANAGEMENT**

**IATA**

**INTER**

**SSLC**