

**CURRICULUM VITAE**

**FARHA**

**Contact Details:**

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***Career Objective:-***

*To obtain a challenging position in an esteemed Company with good prospect for career enhancement where my skills can be used and further developed.*

**Work Experience:**

**Company**

: **Getinge Group*(Arjo Huntleigh products*** ***–extended care)***

***Medical Devices (Medical Beds/couches/stretches/OBT)***

**Title**

**: Sales Department- Logistics (Sales Co-coordinator)**

**Period**

: **Nov 2012 till present**

**Job Responsibilities:**

* To Receive the Orders from the customers and review the sales margin and customer payment terms
* To issue the Sales Order
* To follow-up with customers on payment and ensure that payment is received before their order being processed, if there is any “Down-payment”
* To review the L/C draft sent by the customer and see that all the clauses are acceptable to us , and advice the customers for amendment, if there are any changes required.
* To place the order with the Factories
* To follow-up with Factories on order s
* To prepare GRV (Goods Receipt Voucher)
* To raise the Invoice & Packing list
* To Ship the goods either via Air or sea depending the customers Inco terms
* To ensure that there is enough freight cost reserved in the costing sheet before shipping the goods
* To arrange for export / import clearance
* To arrange for the attested documents by chamber of commerce
* To get the docs legalized by their respective country consulates, if customer requests for it
* To send the all necessary shipping docs via courier to the customers for the clearance
* To obtain the proof of collection of the shipments by the customers, if the shipments are Ex-works
* To prepare the original shipping docs in line with L/C clauses and present the same to the bank within the stipulated time if the order is L/C
* To arrange for inspection by third party to examine our quality of our products, if requested by the customers
* To prepare Reference list for our products supplied in ME countries

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**Company** : **SYMED LLC** ***(Medical Ultrasound systems*** ***–GE Systems)***

**Title** : **Customer Service & Logistics Coordinator**

**Period** : **June, 2006** **–** **November, 2012**

**Job Responsibilities:**

* To process Orders received from the Customers by issuing Order acknowledgement
* To review the customer requirements with sales guys concerned after the receipt of order from the customer
* To place the order with the Supplier/manufacturing companies
* To follow-up with suppliers over the status of the order and ensure that the goods arrive as scheduled and our commitment to the customer over delivery is honored.
* To process L/C
* To arrange for the goods to be brought from the site of Supplier/manufacturers by advising the forwarder providing them with all details, if the mode of shipment is ex-work or FOB.
* To liaise with freight forwarder for all incoming shipments
* To arrange for the clearance of shipments by preparing necessary documentations (i.e. shipping guarantee, authorization letter)
* To communicate shipment details and events to the Customers as well as logging information into Logistics management system
* To receive shipments, check them with orders/supplier invoices
* To prepare Goods Receipt Vouchers
* To arrange for the delivery of the goods to the customers with relevant papers such as Invoice & Delivery Order
* To prepare all outstanding payment from the customers
* To follow-up with customers on payment and coordinate with our employee for the collection of the same.
* To be Responsible for all other activities required to cater to customer needs, from processing orders, shipment tracing, entering billing details, and other customer service functions as required.

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* To process shipping invoices, packing lists and coordinates deliveries, if any goods are shipped back to the suppliers.
* To arrange for renewal of insurance
* To ensure availability of sufficient stocks.
* To alert the sales team for the placement of stock order for the items such as disposable & consumables in advance, when there is availability of stock is left over for 2 months
* To prepare sales report
* To apply for Bank Guarantees against Government Tender & Orders
* To arrange for suppliers’ payment
* To assist Accounts Department in preparing vouchers, payments and entering all the information

**Company** : **IBRAHIM LOOTAHGROUP OF COMPANIES (Dubai)**

**Title** : **Tender Coordinator (Construction & General Trading Dept )**

**Period** : **March 1997** **–** **May 2006**

**Job Responsibilities:**

* To work on tender & projects.
* To source the companies for those items that we don’t represent to be able to quote as a complete package, if there is any turn-key project.
* To send the enquiries to the suppliers and follow-up with them to get their quote ahead of the deadline set by the customers.
* To prepare the pricing sheets by applying all the costs and margin to derive the selling price in consultation with sales team.
* To prepare the quotations based on the technical details given by the sales guys.
* To arrange for the datasheet & catalogues
* To submit the quotation along with catalogues and necessary suppliers’ certificates and reference list.
* To Prepare the status of quotation & tenders reports and forward to the sales guys for their follow-up

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* To process the orders, upon being received from the customers
* To maintain the Reference list file for the products that we deal with for our future reference.
* Preparation of Monthly Sales Reports.
* Letter Correspondences
* Maintaining Filing System & Database

**Qualification:**

* **Bachelor of Commerce**
* **Spécialise in Commerce**

**Computer Proficiency:-**

* **SAP (GSHAPE) Basics from order till invoicing**
* **Acppac –Software from South Africa**
* **Oracle & Outlook Basics from order till invoicing**
* Microsoft Word, Excel, Access, Power Point,
* **Operating system**: Windows 7, Windows 98, 2000, XP

**Personal Details:**

**Nationality** **: Indian**

**Marital Status** **: Married**

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