**UMAR**

 (E): umar.383421@2freemail.com



# Career

**Highlights**

Highly resourceful, flexible, innovative and enthusiastic and possesses a considerable amount of knowledge regarding administrative and office procedures. A Quick learner can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of administrative activities.

To associate with an organization that provides me an opportunity to show my techno- proficient skills and to pursues a challenging career that will enhance my knowledge and gives the energy to provide innovative solutions.

## KEY SKILLS AND COMPETENCIES

**Major Accomplishments:**

eRFX (**Electronic Request For [x]**,) System, Trained at Marafiq (Jubail, KSA) and successfully implemented daily basis.

Given due recognition as a sales operations support in professional matters and managing a support team that deals with the complexities of Reliability & Maintenance Department.

Practical skills: Developed a new system for generating sales leads which were implemented across the organization and resulted in an improvement in sales performance

Developed a set of standardized sales proposals to be used in a variety of sales pitches, making it easy for sales representatives to handle prospecting work

Mastered effective daily use of Microsoft Office products for record keeping and retention principles.

Aided executive in staff capacity by coordinating office services, maintaining accurate records and producing timely reports.

Demonstrated accuracy, attention to detail and ability to work well in team environment.

## Administrator & Operations:

Document Controller, EDMS, Office Administration, & Vendor Management. eRFx - Tendering, PO, ASN, SES, Online Bid/Invoicing.

Sales Operation Support, Sales Order Entry. Order dispatch, Sales Report.

## Logistics:

Logistics Operations, Organizing Shipments, Transportation Management, Tracking Containers & Stock.

## Personal:

In-Depth Knowledge of MS Office: WORD, EXCEL, POWER PONT, OUTLOOK. VISUAL BASIC

6.0, technical IT Background, Including RDBMS like Oracle 7i-8i, MS SQL. Knowledge of: Operating System, Internet, C, Visual Basic 6.0, Oracle

Constantly Focused, Problem Solver, Socially Confident, Identifying trends, responsive and well Organized.

Able to work with minimum amount of supervision and on own initiative.

# PROFESSIONAL

**Experience**

## Model Garment Agency (Tumkur, India). Oct 2016 - Present Sales Coordinator

* Coordinate sales team by managing schedules, filing important documents and communicating relevant information
* Processing sales related letters, proposals, and contracts in a timely manner.
* Preparing month-end Sales reports for senior managers and also presenting them.
* Responding to complaints from customers and give after-sales support when requested.
* prepares and then follows up on any sales quotations made for clients, negotiating terms with the client at a cost best suited for them

**Barrak Al Fares Trading Est.** (Ad Dammam, KSA) **June 2013 – Aug 2016**

Administrator/Sales Coordination (Reliability and Maintenance Department)

* Supervising and coordinating the activities of office staff. Handling incoming and outgoing post.
* Providing administrative support in varying capacities. Communicating with other company offices in different cities regarding projects.
* Providing administrative pre and post sales support to sales team on daily activities covering customer orders quotation and billing.
* Vendor portal management, Bidding eRFx- Tendering), Purchase Order & Acknowledgement, ASN, Service Confirmation, SES, Online Invoicing.
* Product promotion and pricing information by clarifying customer request; selecting appropriate information; forwarding information; answering questions.
* Develop and maintain weekly, monthly, quarterly sales reports, ensure sales targets are met and report any deviations
* Service Confirmation, SES, Online Invoicing. Quotation, Invoice, Purchase order & Preparing Bids.

## Reliability & Maintenance: (Sales & Services Support)

EASY-LASER (Alignment)

PROGNOST (Online Condition Monitoring system) PRUFTECHNIK (Vibration)

[OROS - Noise and Vibration Solutions](http://www.oros.com/).

LIMAB (laser sensors and non-contact measuring systems).

ADASH (Vibration Diagnostic)

AREVA EMPATH (Motor Current signature analysis)

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| --- | --- |
| **Fursan Al-Maydan Trading EST** (Ar Riyadh, KSA) | **Aug-2012-May-2013** |
| **Operations Assistant- Sales (Freight Forwarding)** |  |

* Coordinating inbound shipments with forwarder and Sourcing and Supply Planning team in Riyadh
* Assisting freight forwarders with consolidating shipments Tracking vendor discrepancies & Reviewing freight invoices
* Monitoring quotation to invoicing & Maintaining delivery dates in our computer system
* Ability to work in multiple systems
* Ensure shipments are delivered in a timely manner
* Liaise with Shipping Agencies / Carriers / Lines for competitive rates and services Prepare Quotations / Freight Memos /Booking Details and Issue Invoices etc.
* Utilizing e-commerce, internet technology, and satellite systems to enable tracking of goods;

## LeadGen India Pvt Ltd (Tumkur INDIA) Feb-2010- March-2012 Sales Assistant (Marketing Science dept.)

* Ensuring high levels of customer satisfaction through excellent sales service
* Maintains customer database by inputting customer profile and updates; preparing and distributing monthly reports.
* Provides product, promotion, and pricing information by clarifying customer request; selecting appropriate information; forwarding information; answering questions
* Resolves order and inventory problems by investigating data and history; identifying alternate means for filling orders; notifying managers and customers.

## AREAS OF EXPERTISE

Sales Administration / Support Coordination. Vendor Management.

Office Administration Document Controller

CMMS (Computerized maintenance management system) Supply chain management

Freight Forwarding.

## EDUCATION & CREDENTIALS

* Master of Business Administration (MBA) Annamalai University 2010, Bangalore, INDIA.
* Bachelor of Business Management (BBM) Bangalore University 2007, Bangalore, INDIA.

## Project Details

“A Study of Market Potential of Photocopiers & duplicators Marketed by GODREJ & BOYCE MFG CO.LTD.”

## Description:

* + Market research on the awareness & pricing strategy of GODREJ & BOYCE MFG CO.LTD.
	+ Study on brand loyalty of GODREJ.
	+ Study on sales promotional activity of GODREJ.

## Personal Profile

Current Location : India.

Driver’s License : India & KSA.

Language Known : English, Arabic (Intermediate), Urdu, Kannada & Hindi.

Hobbies : Soccer, Traveling, Reading book.

I declare that the information given above is true to the best of my knowledge.