Mobile/Whats app

 Dubai  Indian

**Linguistic Skills**

English / Chinese Mandarin Indian Multi Languages Expert

**Driving Licence**

Valid – UAE and China

**Education**

Bachelor’s Degree- UAE Embassy and Consulate Attested

**IT and Accounting Skills**

MS Office tools, MS Word, MS Excel Power Point ,Outlook , Fox mail **Software** - ERP/SAP , Net Suite andOdoo Platforms

**Professional Experience**

Procurement - Sales Key Account Sourcing - Quality Control Logistics and Trading / Import Export Business Operations

**Worked Sectors**

Large chain stores from EU/SA/Middle East. Procurement and quality control support Retail , Hyper Market, FMCG Construction , Consumer Item Sourcing , Small Domestic Appliances , Fashion , Clothing Garments .

**Worked Countries**

Hong Kong . China . Qatar . UAE

**Shajudeen**



**Procurement - Sales Key Account - Sourcing - Quality Control - Logistics Trading Import and Export Operations**

**Working Experience**

**1.**

|  |  |  |
| --- | --- | --- |
| Designation | : **Key Account Manager** |  |
| **Company** | : A leading SDA Trader in Europe |  |
|  | (Small domestic Appliances) |  |
| Department | : Sales and Procurement Department -Dubai |  |
| Year | : From April -2019- Present |  |
| **2.** | : **Procurement Executive -Overseas and local** |  |
| Designation |  |
| **Company** | : **Safari Mall-Doha-Qatar** – A leading Retail Hyper Market |  |
|  | (Chain stores in middle east ) |  |
| Department | : Purchase Department –Doha (Life style Division) |  |
| Year | **:** 2017 – 2019 |  |
| **3.** | : **Manager-(Key Account . Sales. Procurement )** |  |
| Designation |  |
| **Company** | : **Dingyu International Ltd, Shanghai**- Trading company in China |  |
|  | (Deals with construction products ) |  |
| Department | : Trading |  |
| Year | **:** 2013 – 2017 |  |
| **4.** | : **Sourcing and Procurement Executive -2005 - 2009** |  |
| Designation |  |

* **Trading Manager, China, 2009 -2013 Company** : **Caesar Industries Ltd, Hong Kong**

(Garments and consumer products exporter from China to major chain stores in USA/SA /EU and Middle East)

Department : Trading

|  |  |  |
| --- | --- | --- |
| Year | : 2005 – 2013 |  |
| 5. | : **Sales Co-Ordinator, 2002 - 2003** |  |
| Designation |  |
| **Company** | : **Juma Al Majid Group of Companies, Dubai Gulfco LLC** |  |
|  | ( A leading FMCG distributor in UAE ) |  |
| Department | : Distribution |  |
| Year | : 2002 – 2005 |  |

**Career Highlights**

1. An excellent communicator in **English** / **Chinese Mandarin** and Indian Multi Languages expert
2. Experience in handling all payment terms. LC/TT/DP/DA/FOB/CIF etc..
3. IT skills in ERP,SAP, MS Office tools and data analyzing using excel sheet
4. Expert in sourcing, Procurement ,make BDA’s and contracts negotiation
5. Sourcing , Quality control , Logistics and all Trading Business Operations
6. Generating and seeking potential new opportunities to improve profits
7. Create business strategies and policies benefit for the organization
8. Proven leadership skills with experience in handling diverse tasks

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**Experience Summary**

**Procurement Experience**

1. Implement purchase plans, price negotiations, purchase order creation, order tracking and price dispute resolutions,
2. Selecting vendors and establishing payment terms, negotiating of purchase promotions, contracts and BDA’s
3. Find quality products and services at the acceptable price that meet organization standards
4. Oversee all inventory purchases and identifying areas of potential savings
5. Create forecast of demand to be prepared for upcoming requirements
6. Monitor delivery orders to ensure supply is met on scheduled time
7. Taking availability, cost, manufacturing process and lead times into consideration
8. Review overstock products and take action to limit purchase plans
9. Check stock holding days and co-ordinate with inventory and sales team
10. Analyzing and interpreting trends to facilitate planning

**Sales and Key Account Experience**

1. Set up clear team goals, tasks and set deadlines
2. Managing and assigning sales target to team members to align with business goals
3. Understand customers business module, technology,market requirements and appropriately match solutions to meet customer needs
4. Fixing targets for the entire team by studying the client requirements
5. Analyzing sales figures and forecasting future sales volume to maximize profits to the company
6. Meeting with clients and trading offices for the approval of product ranges
7. Provide competitive offers as per request from the trading agents and key accounts
8. Secure orders and manage the interface with sales team and work closely to achieve the targets
9. Execute complete sales cycle from generating sales leads, co ordinating sales activities and manage required resources for solution and development

**Sourcing and Quality Control Experience**

1. Handled sensible and most competitive sourcing of the product lines which demands the market
2. Processing complaints, comments and feedback while working to resolve issues
3. Maintaining market awareness and performing competitor analysis, and introducing new and innovative products to maintain a competitive advantage
4. Factory Audit, Sourcing right vendors based on customers market standard & clients requirement
5. Product certificate standards follow up base on market requirements
6. Keep business relationship with all leading A& B class suppliers and traders
7. Conduct weekly inspection programs (WIP) for QC’s. Such as Inline/Final/Quality inspections
8. New projects follow up with manufactures and merchandising design team
9. Monitor weekly / monthly shipments inspection schedule and third-party inspection bookings

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1. Monitor AQL standards and co ordinate third party inspection bookings
2. Settle dispute of claims ad warranty between suppliers and clients

**Logistics Experience**

1. Processing orders, organizing dispatch and delivery of goods
2. Negotiate weekly freights and yearly contracts 20/40/GP/HQ and break bulk
3. Manage and co ordinate with the team members of receiving and inventory department
4. Directing, optimizing and co ordinate full order cycle, Outbound and inbound shipment handling
5. Ensuring goods are stored safely, maintaining health and safety standard’s
6. Keeping accurate records, Managing time sheets
7. Co-ordinate with supplier outlets make sure goods reach safe and targeted time limit
8. Identify work flow up on monthly import / export targets and work with Sales , Operation, Sourcing, Merchandise, shipping and quality control team
9. Conducting quality inspections through the quality control team and arrange FCL, LCL, Break Bulk shipments
10. Follow up with vendors on regular basis and controlling shipment deliveries
11. Goods arrival status and ETD monitor to arrange payments deposits from both parties, client and supplier, make sure documents submitted and update on time
12. Manage banking related operations , different payment terms LC, TT, DP, CIF, FOB and all kind of documentations
13. Monitor goods shipment safety and insurance coverage's

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I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

**References**

Provide up on request

**Kind Regards**

Shajudeen

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