**Curriculum Vitae**

 **NABEEL**

E-mail: nabeel.383496@2freemail.com

**OVERVIEW**

* Expertise in managing all phases of sales development cycles, from prospecting, detailed presentations & negotiation to closing & following up activities.
* Excellent interpersonal, communication and relationship-building skills. Listen attentively, communicate persuasively and follow through diligently
* Superior interpersonal skills, capable of resolving multiple & complex sales, logistics, inventory management, operational issues & thus motivating within the team to peak performance.

**KEY SKILLS:**

* Excellent customer service skills.
* Logistics solution and quick problem solver.
* Good Attention to Detail.
* Team player & Optimistic.

**CAREER SUMMARY:**

**Warehouse In charge- NTDE Dubai (2014June – Till date)**

**(Handling Global FMCG brands such as Cadburys, power house, Vitaene C , Haggen Dazzas , Cigars – wide variety of products )**

**Maintains Inventory and supplies by receiving, storing, and delivering items; securing warehouse; supervising staffs.**

**Services : Ware housing & Distribution**

**Reporting to : ASSISTANT LOGISTICS MANAGER**

 **Job Profile**

* Monitoring all warehouse activities, handling inventory, receiving, storage, retrieval, near expiry, destruction, proper documentation, coordination.
* Accomplishing warehouse and organisation mission by completing related results as needed
* Maintains inventory by conducting monthly physical counts, reconciling variances, inputting data.
* Verify goods when new consignment is received, through MRF (Material Received Form), check its expiry, shelf life & condition. If any shortage or excess inform to concern authorities.
* Control inventory as per company policies
* Control dead stock, near expiry stock by continuous monitoring & inform division on the usage of such material.
* Daily perpetual inventory for inventory material.
* Handling customer complaints and resolving.
* Overseeing system level operations in different store.
* Monitoring FEFO method strictly & shuffling all stock continuously.
* Proper housekeeping of entire warehouse premises.
* Proper stacking of material as per FEFO.
* Distribute assign all jobs to all colleagues/staffs, subordinates& handle them as per their calibre.
* Coordinate with sales office, accounts & EDP.
* Maintain HAACP & Hygiene according to standard procedure.
* Coordinate with customer & arrange delivery on time.
* Maintaining customer satisfaction always.
* Maintaining WMS (Warehouse Management System) & Physical stocks.
* Coordinating with outsourcing companies for transferring goods from different location.
* Maintains storage area by organising floor space; adhering to storage design principles; recommending improvements.
* Keeps equipment operating by enforcing operating instructions; troubleshooting break downs; requiring preventive maintenance; calling for repairs.
* Arranging Transport to move goods from out station warehouses to mainland.
* Arranging transport for transfer taxable goods from free zone location to main land.

**SPECIAL TRAINING ATTENNDED**

* Food Hygiene Training : Conducted by National Trading & Developing Est.:
* Fire & Safety Training : Conducted by First Security Group.
* PIC Certified by Dubai Govt.

**CUSTOMER SERIVCE EXECUTIVE:**

**APRIL ’05’2013 to FEB ’14 - DCFC Logistics Pvt Ltd**, **Chennai** **2013- 2014**

**Job profile:-**

* Handling Shipments for Different type of Clients.
* Documentation for Sea , Air & Land shipments
* Preparing Airway bill, Bill of Lading, etc.
* Online updating of the details in the software.
* Liaising with the Bank, Liners and other shipping agents.
* Customs clearance and HS code updating.
* Generating Sales Invoices for the shipments.
* Assisting Customs clearance process, inspection etc.

 **Education Qualifications**

* **Bachelor Degree in Business Administration (BBA) 2012**
* **Diploma in Transportation & Logistics**

(Cochin- 2013)

* **Undergoing MBA (MASTER OF BUSINESS ADMINISTRATION)**

**In Logistics and Supply Chain Management**

* **Diploma in Microsoft Excel** (Kannur-2013)

**COMPUTER PROFFICIANCY**

* **Microsoft Office Applications (Ms Word, Ms Excel, Ms Power point & Outlook Express)**
* **Worked in the AFSYS software system for data entry and invoicing.**
* **WMS (Warehouse Management System) & View term.**

**PERSONAL VITAE**

Nationality : Indian

Date of Birth : 30th July 1991

Languages Known : English (Speak, read & write)

 Hindi (Speak, read & write)

 Malayalam (Speak, read & write)

 Tamil (Speak)

 Arabic (Read)

Driving License : U.A.E Valid

Height : 5.9’

Hobbies : Fitness freak & Swimming.

Presently a resident of DUBAI

***Declaration:***

I hereby declare that the above given information are correct and true to the best of my knowledge and hope a challenging career in your company.

Reference can be provided upon request.