



Shebina Hameed

Ajman, UAE

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Objective

Sales Coordinator with 2 years of experience coordinating impactful sales team with skills in negotiation and strategy And Skilled SAP MM/HR Consultant with considerable experience of working on full lifecycle project implementations as well as supporting upgrades and integration projects. Also able to use initiative to develop effective solutions to problems with and having an active and dynamic approach to work and getting things done efficiently.

Work Experience

Sales Coordinator

February 2021- Present

Costless Trading FZE, UAE

Security system supplier in Ajman

- Prepare Quotation, Maintaining And Comparing.
- Maintains all quote documentation with accurate pricing and configurations.(Dealing CCTV Brand Like Hikvision)
- Prepare Purchase Order.
- Schedule transportation for raw material and finished goods shipments.
- Managing Accounts.
- Participate in the month end physical inventory process.
- Maintains all sales tools and applications.
- Managing Customer Complaint Calls.
- Managing Sales Team.

Sales Coordinator

October 2020-January-2021

Al Taj Al Thahabi Plastic Factory LLC UAE

- Coordinate sales team by managing schedules, filing important documents and communicating relevant information
- Ensure the adequacy of sales-related equipment or material
- Respond to complaints from customers and give after-sales support when requested
- Store and sort financial and non-financial data in electronic form and present reports
- Handle the processing of all orders with accuracy and timeliness
- Inform clients of unforeseen delays or problems
- Monitor the team's progress, identify shortcomings and propose improvements
- Assist in the preparation and organizing of promotional material or events
- Ensure adherence to laws and policies

SAP Trainer Consultant
Cyberia Campus, Kollam, India

March 2019-Dec- 2019

- Developing And Administrating Trainer program To Help People Learn The System Application or Product For The Data Processing

SAP MM Consultant
Cokonet Technologies, Trivandrum, India

August 2019-January-2019

- Worked as a SAP MM Consultant at Cokonet Technologies, one of the leading India based IT services provider that provides business consulting, technology, engineering and training services
- To help clients across the world build

tomorrow's enterprise.

Project Description:

- **Client: Trakken consulting, Role: Associate SAP MM**
- **Consultant project type: Support**
- Trakken GMPH had been outsourcing SAP support work of its customer to Cokonet Technologies. The work usually involves support issues related to SAP MM, FICO, SD, PS and ABAP. Trakken liaisons between Cokonet and the end customer. The work is posted on the Support Portal which is used for end-end tracking the issue.
- **Roles and Responsibilities**
- As a team member, involved in handling client Requirements.
- Involved in End-to-End full cycle procurement support.
- Set up the organization structure for MM module - Plants, Storage Locations, Purchasing Organization and Purchasing group.
- Defining number ranges for various documents like Vendor Master, Material Master, Purchase order and Purchase requisition.
- Configured new material types as per requirements of client.
- Configured Access Sequences, Condition types, Pricing Schemas.
- Configured Split Valuation for materials.
- Worked on Release strategy for Purchasing Order.
- Suppress bank details of a vendor as per client requirement.
- Allocate negative stocks at plant level.
- Prepared End-user, user training manuals.

Key Skills And Competencies

- Good knowledge of Microsoft Office Software including Word, Excel & PowerPoint.

- Ability to work in a multicultural environment.
- Knowledge in POS System
- Able to communicate and present confidently, clearly and expressively.
- Ability to influence the behaviors of others to achieve goals and get things done.
- Excellent administration skills.

Education

Bachelor Degree

2015-2018

SNCW Kerala University Kollam, India

- Specialized in Bsc Home Science

May 2018-July 2018

SAP Consultant

Cokonet Technologies, Trivandrum, India

- Specialized in SAP Material Management & SAP Human Resource

Personal Information

- Age :25
- Nationality : Indian
- Marital Status : Married
- Visa status: Spouse Visa
- Passport No: P5146314
- Languages Known: English (Read,Write,Speak), Malayalam (Read, Write, Speak), Hindi (Read & Write), Arabic (Read & Write)

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge

Shebina Hameed