



ABDUL BASHEER P

SALES & LOGISTICS COORDINATOR

Al Majaz, Sharjah,
United Arab Emirates

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ABOUT ME

With 9 years of experience in retail and wholesale management, sales and Logistics, I bring a proven track record of success to this role. As a warehouse supervisor, customs representative, Import & Export Coordinator. I effectively managed operations and sales teams, implementing strategies to drive revenue.

KEY SKILLS

Applications:

- * SAP
- * ORACLE
- * Tally ERP9
- * Excel

PERSONAL STRENGTHS:

* COMMUNICATION:

Interpersonal skills – verbal problem solving and listening skills in any administrative role.

* SERVICE:

Having client focused approach skills include patience, Attentiveness and a positive language.

* ORGANIZATION:

Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time management.

* MANAGEMENT:

Management skills to direct others and review others performance.

* RISK MANAGEMENT :

The process of identifying monitoring and managing potential risk in order to minimize the negative impact they may have on organization.

EDUCATION:

- * MBA (Specialized in Marketing & HR) - 2013
KANNUR UNIVERSITY - INDIA

LANGUAGE:

- * English, Hindi, Malayalam, Arabic (Basic)

PERSONAL DETAILS

Date of Birth: 10-05-1988
 Nationality: Indian
 Visa Status: Visit Visa
 Marital Status: Married

WORK EXPERIENCE

AL RAMA INTERNATIONAL TRADING LLC

Dubai Free Zone-UAE

Aug 2020 - Aug 2023

Import and Export Coordinator (Chemical Field).

- Prepare Import & Export Documents, Such As:-
 - Certificate of Origin (COO).
 - Ministry of Health approval (MOH).
 - Federal Authority for Nuclear Regulation (FANR).
 - Bill Of Entry (BOE)
 - Ministry of Foreign Affairs (MOFA)
 - Securities Industry Regulatory Authorities (SIRA).
- Coordinate with vendors, customer, and other departments to ensure smooth delivery of goods.
- Arranging and scheduling transportation, including booking the freight, selecting carriers and negotiating rates.
- Monitor and track shipments to ensure timely delivery and any issues that arise.
- Coordinating warehouse team and delivery team to smooth delivery and managing inventory levels and ensuring accurate tracking and reporting.
- Maintaining accurate records and reports, including shipping manifests, delivery records, and logistics performance metrics.
- Extract the papers and documents required to complete the customs clearance process.

Reporting to Managing Director

AL SAFEER INTERNATIONAL GROUP OF COMPANIES.

Sharjah-UAE

Nov 2015 - Aug 2020

Sales and Warehouse Coordinator.

- Manage sales teams and facilitate communication between sales representatives.
- Overseeing the day to day operations of the warehouse, ensure efficient workflow, and maintaining accurate inventory records.
- Developed and maintained strong relationships with keys clients.
- A team player with high level of dedication.
- Update stock levels available in our warehouse to sale force.
- Coordinating inventory transfer to the customers and related stores.
- Preparing monthly division and store wise detailed account analysis for sales, cost and inventory accounts.
- Preparing Sales, Purchase and stock report weekly and monthly.
- Supervise and train warehouse staff, providing guidance and support as needed.

Reporting to Sales Manager.

DECLARATION

I hereby declare that the above mentioned information is true and I bear the responsibility for the correctness of the above mentioned particulars.

ABDUL BASHEER P