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OBJECTIVE:

To secure a job, which is suitable to my qualification and skills, where I'm among the dynamic intellectuals. My core objective is to work efficiently effective with an attitude of get it done. My Curiosity will always be towards formulating plans and strategies and implementing them successfully ahead for the growth of the organization.

Work Experience within U.A.E 18 pulse Years



Worked as Senior Dispatch & Logistic Executive from November – 2002 till date [Al Khaleej Sugar Co LLC JAFZA]

- ✓ Planning daily dispatches in liaison with (ASM) area sales manages of downtown Dubai & processing same with Bagging & Loading Dept. combine with Shipping & Transport sections.
- ✓ Handling all Weigh Bridge operations with a team of 5 staff.
- ✓ Generating delivery notes on SAP in liaison with accounts/credit control to process deliveries of local & export deliveries in coordination with Shipping & Transport Dept.
- ✓ Verifying (physically & through SAP) of proper product loaded per DN for cargo of local & export consignments in assistance with dispatch staff.
- ✓ Providing eGate pass to trucks exiting free zone.
- ✓ Coordinating with Transporters for smooth operations of deliveries/dispatches.
- ✓ Handling AED 50000/- company's petty cash for departments monthly use.
- ✓ Processing Import & Export declarations through Mirsal-II on Dubai Trade portal.
- ✓ Troubleshooting/Handling all issues related to UAE Customs, (DPW) Dubai P World & (DT) Dubai Trade with good relations maintained with government officials.
- ✓ Handling local customer quires & responding / updating status of their deliveries.



[BlueBell Shipping Co LL Jabel Ali FZ] as Administration/Logistic in Supervisor from 1998 – 2002

- ✓ Receiving deliveries, confirming quantity and quality, recording GRNs, and informing concern of goods receipts.
- ✓ Preparing sales orders for picking, kit-up, sterilization, and dispatch.
- ✓ Coordinating with teams for dispatches and planning & confirming deliveries with customers, including sending pre-alerts for every dispatch.
- ✓ Supervising route assignments to drivers and updating delivery reports for KPI tracking.
- ✓ Conducting monthly inventory verification, housekeeping, and bin arrangements.
- ✓ Organising manpower & forklifts on orders received from companies within FZ.
- ✓ Maintaining proper work safety against occupational hazards.
- ✓ Monitoring the vehicle fleet for timely maintenance.
- ✓ Supporting sales order processing during team member absences.
- ✓ Handling transport operations for scheduling truck routes & taking care on day to day logistics operations generally.

+ Art Consultant as Office Admin In charge from 1994 - 1998

- ✓ Reporting to managing director on company's daily activities.
- ✓ Handling incoming call of MD & arranging appointments with clients.
- ✓ Getting approvals of architectural plans from Dubai Municipality.
- ✓ Preparing job tenders as required by directors or site requirements
- ✓ Purchasing stationery, book keeping, invoicing & payroll management of payables & receivables for company.

Key Skills:

- ✓ Excellent knowledge of computers & command on ERP (SAP & Oracle)
- ✓ A good team player with excellent communication & interpersonal skills.
- ✓ Can handle multi-task & work efficiently to meet deadlines.
- ✓ Energetic and capable of working independently and a good deal of autonomy.
- ✓ Excellent communication & interpersonal skills with a average of Arabic.
- ✓ Successful in facing new technical challenges and finding solutions to meet the needs of the organization & clients.
- ✓ Quick learner and high level of adoption to new systems.
- ✓ Ability to handle multitasks.
- ✓ Holding valid U.A.E. driving licence & own car.

Educational Qualifications:

- B.Com from Osmania University - Hyderabad
- Diploma in Software Engineering from Cyber World Technologies
- Diploma in computers hardware & networking (vocational course)

Interest :

- Reading, Music, Swimming, Travelling & Computers Gadgets.

Personal Profile:

Date of Birth	:	02 nd August 1971
Religion	:	Islam
Marital Status	:	Married
Languages Known	:	English, Hindi, Urdu & (Avg. Arabic)
Nationality	:	Indian

Yours Sincerely,

S.M. Abdul Mateen