


NOOHU THAMBY ZUBAIR

Mobile: +966 541242475

Mobile: +91 6382203443 

noohu.zubair77@gmail.com

Professional Summary

Dedicated and experienced with leadership, organization, and business operation. Held a mid-level management position for nearly 10 years and developed extensive decision-making and communication skills. With a background in sales, I have experience overseeing sales and operational statistics, logistics and warehouse management to make improvements and encourage higher efficiency among all sales employees.

Areas of Expertise

- ✚ Business operations
- ✚ Complaint Handling & Resolution
- ✚ Team Management
- ✚ Shipping and Logistics
- ✚ Warehouse Management
- ✚ Sales & Margin Improvement
- ✚ Cost-Reduction Strategies

Organization Worked

- | | |
|--|----------------------|
| ✚ Cartech Tanzania Limited - Dar Es Salaam, Tanzania | Jan-2010 to Aug-2015 |
| ✚ KDG Auto Exports Limited - Dar Es Salaam, Tanzania | Aug-2015 to Aug-2019 |
| ✚ The Grand Total - Tamil Nādu, India | Sep-2019 to Sep-2021 |

Professional Experience

Operation Executive

- ✚ Managed entire sales team, ensuring all clients were satisfied and had their needs met.
- ✚ Resolved issues within the department, avoiding conflict and developing excellent communication skills.
- ✚ Reported to operations manager with all information relating to the sales department.
- ✚ Delegated tasks to guarantee efficient operation.

Warehouse Associate

- ✚ Performed all warehouse related duties including handling, packing, counting, record keeping etc.
- ✚ Handled all orders with 100% accuracy and high speeds.
- ✚ Maintained a clean work area, meeting 98% of inspection requirements.

Logistics Coordinator

- ✚ Monitored processes and procedures with Logistics for the purpose of increasing productivity and efficiency of current frameworks.
- ✚ Managed all courier manifest reports and ensured these are properly organized.

- ✚ Maintained a record of all returned and damaged shipments and made sure appropriate claims are addressed.
- ✚ Prepared monthly metrics reports as required by the logistics department.
- ✚ Updated current knowledge of customs and import/export shipping regulations; effectively cascaded changes to appropriate departments.
- ✚ Maintained all shipping machines, address databases and regularly kept information and programs updated
- ✚ Ensures that all specimens will be delivered in compliance with each country's regulations and the courier's specifications.
- ✚ Manages all courier systems to prepare package address labels, invoices and other required documentation correctly, professionally within the prescribed timeline

Data Entry

- ✚ Preparing and sorting documents for data entry
- ✚ Entering data into database software and checking to ensure the accuracy of the data that has been inputted
- ✚ Creating data backups as part of a contingency plan
- ✚ Responding to information requests from authorised members

Educational Qualification

- ✚ Bachelor of Business Administration, 2009
- ✚ The New College Affiliated to Madras University, Chennai, India
2006 - 2009

Software's

- ✚ Microsoft Office (Spreadsheets, Word and PowerPoint)

Skills

- ✚ Leadership and management
- ✚ Extensive interpersonal communication
- ✚ Excellent business operations knowledge
- ✚ Negotiating and delegating abilities
- ✚ Marketing experience and familiarity with sales techniques
- ✚ Critical thinking and decision-making

Personal Profile

Date of Birth:	30- Oct-1984
Nationality:	Indian
Marital Status:	Married
Passport no.:	M3040604
Languages Known:	Tamil, English, Swahili
Driving License:	Valid Indian and Tanzanian

Declaration

I hereby declare that the above furnished details are true to the best of my knowledge and belief.

Place: India

NOOHU THAMBY ZUBAIR