

SYED MUTTALIB AHMED

Mail:- syed.almulhim@gmail.com

Contact No.: 00971-544808827



OBJECTIVE:

Pursue a job in an organization to prove my skills with a challenging the rewarding career and become an asset to the organization, if I am given any post, I shall carry out the duties entrusted to me to the best of my ability and the entire satisfaction of the management.

EXPERIENCE IN G.C.C.

- **Name of the Company (1)** : **Al Mulhim Cooling Company (KSA)**
Position Held : **Sales Coordinator.**
Duration : **Feb-2015 to May-2021.**

JOB PROFILE:-

- Maintaining and developing relationships with existing customers in person and via telephone calls and emails and identify new markets and business opportunities.
- Responding to incoming email and phone enquiries, gathering market and customer information, negotiating the terms of an agreement and closing sales.
- Liaising with suppliers to check the progress of existing orders, checking quantities of goods on display and in stock. Able to analyze the market and develop an effective plan to maximize profit for the company
- Recording sales and order information entering into a computer system, gaining a clear understanding of customers businesses and requirements.
- Supports sales staff by providing sales data, market trends, forecasts, account analyses, new product information; relaying customer services requests
- Inputting order, ensuring they are processed according to customer requirements and ensuring all orders are accurate and delivery on time.
- Settles upon delivery dates and times with other departments to make sure that the customer interaction is of the utmost of professionalism.
- To be continuously updated of pending shipments co-ordinate with logistic dept, Ensure accurate and timely delivery, Forecasting future stock need, placing local Purchase negotiating on price delivery and specification with local suppliers.

- **Name of the Company (2)** : **City Electrical Factors llc (Dubai)**
Position Held : **warehouse in Charge**
Duration : **june-2010- to July-2014.**

JOB PROFILE:-

- Making necessary arrangements for delivery of goods to all branches, customers & workshop against delivery order/relevant documents, Co-ordinate between Production, sales and Purchase dept for material.
- Ensure accurate and timely delivery to local market throughout U.A.E, Planning & supervising Daily operation of systematic and smooth flow of work, Clearance of products FIFO Method.
- Doing costing and making MRN for material received against purchase voucher and creating new stock code, Keeping the record of shortage, Excess & damage, making the reports for process insurance claim.

- Issue the reports timely and periodically for Materials Received, Item not found on system reports to be corrected and updating to management of slow-moving items and low stock.
- Supervising the labours and the loaders at the time of loading and half loading, ensuring safety of staff.
- Proper store of received material at pre-defined storage locations for quick and easy retrieval
- To be continuously updated of pending shipments with purchase & logistic dept, liaise with client, supplies and transport companies, responsible for import -export, Inventory & Auditing of stock.
- Coordinating with the delivery team and following up on delays or orders that have been reschedule monitor the receipt order assembly and dispatch of goods
- Analyzing stock reports weekly and monthly basis to ensuring sufficient stock holdings at stores
- Organizing the training of staff as well as monitoring performance and progress, maintain standard of health and safety hygiene and security in the work environment.

EDUCATIONAL QUALIFICATION:

Post Graduate : **Master in Public Administration**
(Kakatiya University, A.P INDIA)

SPECIALIZED SKILLS:

- Computer literate, able to use Ms Word, Ms Excel, Outlook & internet
- Excellent interpersonal and communication skills, Multi-tasking abilities with proficiency in organizing and managing different tasks
- Track record of creating a safe work environment for staff and customers.
- Proficient in assigning duties and scheduling shifts
- Contribute to team effort by accomplishing related results as needed.
- Marinating effective working relationship with colleagues

PERSONAL PROFILE:

Father Name : Late Syed Haseeb Ahmed
 Religion : Islam
 Nationality : Indian
 Marital Status : Married.
 Passport No : S 0684553 - Valid till - 2027
 Visa Status : visit visa
 Driving license : UAE & KSA.
 Language Known : English, Hindi, Arabic, Urdu & Telugu

Syed Muttalib Ahmed.