

# Resume



**Shaik Qutub Uddin**

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## **OBJECTIVE:**

To acquire a challenging position in the field of Business Administration where my qualification and ability could be fully utilized. Also, allowing the professional growth, achievement and advancement through challenges while contributing to the organizational growth.

## **PERSONAL STATEMENT:**

Self-motivated, possess high level of motivation to achieve necessary involvement within the team and understand the importance and demonstrate a commitment to personal and professional growth.

## **EDUCATION:**

- Master of Business Administration (**MBA**) in Finance & Marketing – 2016  
Presidency School of Management & Computer Sciences – Osmania University – India

## **Work Experience:**

- Working as a Sales Coordinator in AFI (ALAA for Industry) Dammam Saudi Arabia Since 2016.
- Worked as a Warehouse supervisor in AFI. 1 month in a Year as a replacement.
- Worked as a Purchaser in AFI. 1 month in a year as a replacement.

## **Scope of Work:**

- Dealing with Industrial products MRO.
- Key products are Hydraulics Jacks, Pumps, Accessories, Repair of hydraulic cylinders, Chrome plating of hydraulic cylinders, Fabrication of Hydraulic cylinders, Fabrication of Hydraulic Seal Kits, Fabrication of Hydraulic hose Etc.

## **Roles & Responsibilities:**

- Visiting to Customers along with Sales Engineer & with the Product specialist to solve certain issues.

- Coordinate with sales team & internal departments by managing schedules & deliveries on time, filling important documents and communicating relevant information.
- Strong follow up with Purchasing dept for Supplier offers & Order Confirmations.
- Coordinating with logistics dept to make sure to get the shipment on time.
- Making Intercompany Invoices and maintaining the record.
- Receiving the shipments with accuracy & proper documents.
- Arranging shipments to dispatch with complete information & proper documents.
- Focusing on the FIFO First-in First-Out
- Preparing quotations, Sales Orders, & Invoices.
- Ensure the adequacy of sales-related equipment or materials.
- Responds to complaints from customers & providing 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.
- 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.

#### **TECHNICAL SKILLS:**

- Accounting Packages : Tally.7, ERPTALLY.9
- Operating System : Windows Environment
- Development Tools : MS Office (Word, Excel, Outlook, Power Point Etc....)
- Computer Supports : Hardware & Software Installations.

#### **PERSONAL SKILLS:**

- Adapting according to the situation
- Achieving Targets before deadlines
- Self-Motivated and Determined
- Learning new Concepts
- Quick Learner.
- Time Management.
- Flexible to work in multi-Cultural environment.

#### **PERSONAL INFORMATION:**

- Date of Birth : 09.August.1990
- Nationality : Indian
- Religion : Islam
- Marital Status : Married
- Gender : Male
- Languages Known : English, Arabic, Hindi, and Urdu.
- Passport Number : M1511427
- Passport Status : Valid till, 25. August. 2024
- Iqama Status : Transferable

#### **ACKNOWLEDGEMENT:**

All the information and details provided are true to the best of my knowledge.

Shaik Qutub Uddin