



ZAHEER AHMED

WORK EXPERIENCE IN UAE

UNION COOP SOCIETY:

RECIEVER AT THE HYPERMARKET

2020-SEP | 2021 - PRESNT

- Receiving the Frozen, Food & Non-Food items on scheduled timings of Receiving area-As per SOP.
- Verifying the LPO & Invoice Date, Unit Price & Quantity.
- Verifying the items description in LPO & Invoice.
- Verifying the items production & expiry dates, checking the quality of items received (As per SOP)
- Returning the damage, aged, near expiry & excess promotion items without fail before receiving the new items.
- Keep receiving area neat, clean & tidy.
- Checking the temperature of freezer chiller & store.
- Documentation of GRV & PRV, submitting the despatch report to the finance department.
- Follow-up for the pending documents.
- Receiving the Vegetables & Fish items as per SOP.
- Coordinating with merchandiser, store keeper & store in-charge before receiving the items.

DANUBE NO-1 BUILDINNG MATERIALS CO.

WORKED AS A WAREHOUSE SALES COORDINATOR

2017-JUL | 2018 - OCT

- Generating purchase order as per the available space in warehouse and customer demand.
- Ensure the adequacy of sales related equipment's or materials.
- Allocating the orders of the customer and as well as branches and also replying on mails regarding the allocated quantity and balance quantity against orders.
- Coordinating with outdoor salesman and branch salesman regarding the customer details and delivery dates.
- Pre-planning for the customers order deliveries, also giving high priorities to urgent orders and getting it done within 24 hours.
- Preparing drivers schedules for the deliveries in the different routes.
- Sending materials dispatch mail to concerned team.
- Preparing system documents for the materials received from the suppliers.
- Ensure the each product stacked as per their location in the warehouse and organise it effectively.
- Maintaining stock in the warehouse.
- Discussing the warehouse related issues with warehouse in-charge or manager.
- Informing the sales team regarding the arrival of new product in warehouse.
- Following up the orders until its delivered at customer sites and also inform clients of unforeseen delays or problems.
- Handle the processing of all orders with accuracy and timeliness.
- Assist in the preparation and organizing of promotional material or events.
- Arranging materials from other branches if its necessary.
- Preparing packing list and dispatching material to the overseas branches.
- Working on daily, weekly and monthly reports.
- Sending daily reports to warehouse in-charge and manager.

CONTACT:

🏠 DUBAI

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PERSONAL PROFILE:

"Bachelor of business management professional with 7 years of experience in sales, as a cashier, warehouse coordination and warehouse management".

CAREER OBJECTIVE:

"Highly Organized and well informed sales professional with strong attention to detail targeted at handling pre and post sales process related activities, strong customer service skills with a keen ability to work towards total customer satisfaction. an active learner who has a verifiable track record of practicing good judgment".

EXPERIENCE IN ERP SYSTEM:

- ORION and ORION-J11 software used during the service period in DANUBE.
- FOCUS (POS) software used during the service period in HANAYEN.
- DISTRIBUTION software used during the service period in RR Traders.

HANAYEN GROUP OF CO:

KEY SKILLS:

- Proficient in using technology to aid sales coordinating task.
- Competent in developing and sustaining relationships with customers for increased business opportunities.
- Known for providing administrative support to different departments aimed at coordinating sales efforts appropriately warehouse coordination and warehouse management.

INTERESTS:

Playing and Watching Cricket, Playing and Watching Football, Watching selected movies, Listening Selected Music, Playing Mobile Games.

PERSONAL DATA:

Date of Birth : 23/Aug/1988

Gender : Male

Nationality : Indian

Religion : Islam

Marital Status : Married

Language Spoken : English, Hindi, Arabic, Hindi, Urdu, Kannada, Tulu.

Passport Number
:V7732473

Visa Status : Employment
visa
(Until- 27/9/22)

Driving license: NO

CASHIER AND DATA ENTRY OPERATOR

2012-APL | 2017 - APL

- Preparing daily sales report.
- Maintaining and computing the monthly invoices.
- Shipping the customer order to overseas and tracking it until its delivered.
- Sending messages to customers regarding the promotion in the store.
- Maintain quality services by establishing and enforcing organization standards.
- Reporting marketing manager about the customer needs and complaints.
- Handle all the processing of all the orders with accuracy and timeliness.
- Inform customer about unforeseen delays or problems.
- Assist in the preparation of promotional materials.
- Effectively communicating with customer in a professional and friendly manner.
- Resolving sales related issues with customer.
- Responding to sales queries via phone calls or E-mails.
- Completing the administrative needs of the management.
- Contributes to team effort by accomplishing the related results as needed.

RR TRADERS & DISTRIBUTORS: (INDIA)

INVENTORY AND INVOICING

2018-NOV | 2020 - JAN

- Maintaining and updating records.
- Receiving and Arranging materials in shelves as per their weight and size.
- Counting materials, equipment, merchandise, or supplies in stock.
- Reporting discrepancies between physical counts and computer records.
- Ordering new materials as per the demand of customer and also as per the space in warehouse.
- Preparing invoice, arranging and keeping the materials ready for the day to day supply.

EDUCATION:

- Bachelor of Business Management in Finance:
Pompeii College, Mangalore University | 2010 - INDIA
- Pre University Course in Commerce:
St Josephs, Mangalore University | 2007 - INDIA
- Secondary School Leaving Certificate:
St Josephs, Mangalore University | 2005 - INDIA
- Post Graduation Diploma In Computer application:
Karnataka Government Certified, Mangalore | 2011 - INDIA

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