

Jamal Ashraf

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SUMMARY OF QUALIFICATIONS

- Over 10 years of experience in Banking, Insurance, Logistics & Supply Chain
- Strong background in Logistics, Supply Chain and Commercial Project Coordinator.
- Proven skills in Commercial Project Coordinator.
- Demonstrated ability to subordinates and seniors.
- Professional communication skills include fluency in English Hindi & Bengali.
- Graduate of Bachelor in Commerce (Accountancy Hons)
- Computer skills include: - Master in Computer Application
 - MS Office, internet and email

PROFESSIONAL EXPERIENCE

Commercial Project Coordinator
Peri LLC, Dubai, United Arab Emirates

Nov 2013 – Till Date

- Thoroughly check the order details before initiating the orders in PSD.
- Process all the LPOs and call Offs in PSD keeping in mind the accuracy and correctness.
- Checking the availability and delivery in coordination with Sales Engineers, Technical Team and Material Planner.
- Needs to take care of the Returned materials in liaison with Return Team.
- Generate the invoices for all the damages and repairs of the returned materials from site.
- Generate the invoices for Sale and Rental after thoroughly checking the Control Prints.
- Needs to support the Sales Engineers and Clients with Materials at Site, Material Movement, Copy of Delivery Tickets, Return Tickets and Invoices frequently.
- Act as a first point contact for the client to give the delivery status of the materials to site.
- Needs to generate Credit Notes for the materials which are returned by the client without using due to site conditions.
- Taking Care of all the Exports to subsidiaries and clients, which includes generating the Commercial Invoices, Packing List and Custom Documents.
- Resolve all the discrepancy in coordination with our delivery supervisors, after checking the photographs, Delivery Tickets and Return Tickets.
- Actively participating in the Cycle Count and the Annual Stock Take for a thorough check of inventories.
- Hand on experience in processing GRN, MRN, Return Tickets, Activation of an article No, Project No etc.

Career Highlight

- Selected to give Training in Peri Saudi Arabia in 2014.
- Employee of the quarter – Q2 2019

Relationship Officer

Mar 2013 – Oct 2013

First Gulf Bank, Dubai, United Arab Emirates

- Procured business from Open Market through initiatives such as Cold Calls, Promotional Activities, and reference calls etc.
- Managed customers from approximately 202 nationalities across UAE.
- Engaged in selling of different parameters of financial products like Saving Accounts, Current Accounts, Life Insurance, General Insurance, Bonds, Mutual Funds and Savings Certificates.

Corporate Agency Manager

Jul 2011 – Feb 2013

HDFC Life, Kolkata, India

- Spearheaded sales & marketing operations through a team of employees and achieved sales and revenue targets thus maximizing profit
- Implemented business plans; build brand focus, reviewed and interpreted market response to increase product growth
- Identified prospective clients, generated business from them
- Maintained healthy business relations with major clientele, ensured maximum customer satisfaction by achieving delivery & quality norms
- Communicated regularly with potential clients to offer insurance deals based on their financial status, requirements and needs, including physical condition of individual or insured property, all in order to improve insurance coverage
- Generated new leads from field activity and actively followed up on referrals thus achieving sales targets on a month-by-month basis
- Identifying customers' needs and closed deals only after systematic consultation; customized insurance programs to suit customer needs
- Delivered presentations to advisor's on product knowledge, selling and presentation skills; arranged trainings and workshops for Advisors / agents and develop Business with the HNI individuals.

Assistant Sales Manager

Dec 2006– Jun 2011

Metlife India Insurance Co Ltd, Kolkata, India

- Qualified for many world trips such as:
Hong Kong & Dubai Trip in 2008
Red Carpet Contest & a trip to New Zealand
Istanbul Trip in 2009
- Worked as Assistant Sales Manager since October 2010 and
- Administered the operations of Agency Channel-Sales
- Engaged in recruitment of advisors in order to generate business
Through them
- Acted as Assistant Sales Manager from April 2010 to October 2010
and managed operations of BABP-DST

Universal Banking Officer

May 2006– Nov 2006

Centurion Bank of Punjab Limited, Kolkata, India

- Managed portfolio operations of Chowringhee Branch that included life insurance, mutual funds, general insurance, fixed deposits and other revenue based products
- Customized investment portfolios for the customers as per risk profile and liquidity requirements
- Assisted the HNI customers about the present market status for investment in different funds accordingly
- Undertook research to provide information and investment ideas to enable fund managers in making decisions related to the investment portfolios by them
- Monitored finances of client organizations including analyzing cash flow and other account statements, generating projections of the organization's financial statements, and conducting valuation analysis using methodologies such as financial ratios.

Sales Executive

May 2005– Apr 2006

ICICI Lombard General Insurance Co Ltd, Kolkata, India

- Generated leads through Cold Calls, Tele Calls etc.

EDUCATION

Masters in Computer Application	2012
Sikkim Manipal University, Kolkata, India	
Bachelor of Commerce (Accountancy Hons)	2005
Calcutta University, Kolkata, India	

REFERENCES

- Available Upon Request