

# CURRICULUM VITAE

**MOHAMMED IMTIYAZ AHMED**

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**Visa : Visit Visa**



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## **CAREER OBJECTIVE:**

Individual with excellent administrative and teamwork skills seeks to obtain the job of an Sales Operations Coordinator, offering proven customer service and organizational skills to effectively and efficiently handle administrative tasks in a professional manner.

## **WORK EXPERIENCE:**

### **\* SALES OPERATIONS COORDINATOR**

**Company Name:** - CRYSTAL PALACE LIGHTING LTD

**Duration:** - September 2021 – March 2022

**Location:** - SHARJAH UAE

### **Work Responsibilities:**

- Creating invoices, delivery notes for delivery of the materials to customer's location in ERP.
- Creating return materials data.
- Tracking drivers location on GPS.
- Updating Inventory materials data and uploading pictures in ERP.
- Checking upon Stock in server.
- Maintained good relationships with new and existing clients via telephone& email.
- Filling RFQ's and related documents.
- Creating Invoices to Suppliers and following up on the payments.
- Providing Quotations to Customers and following up on the payments.
- Taking enquiries of the customers on Telephone and Email.
- Responding to complaints from customers and give after-sales support when requested.
- Generating reports and sending it across various stake holders.
- Sending inventory report to CEO.
- Coordinating different departments in the Organization.

## **\* PROJECT/SALES/ADMIN COORDINATOR**

**Company Name: - BUSINESS MART GROUP COMPANY**

**Duration: - May 2017 – April 2020**

**Location: - SHUWAIKH KUWAIT**

### **Work Responsibilities:**

- Developed e-commerce relationships with global customers like Almarai, Fresh Fruits Company, Suma Fruits International etc. and vendors using various technologies such as EDI, B2B.
- Managed global e-commerce projects.
- Assisted in consulting with internal and external customers, suppliers and third-party companies to establish business practices, processes, and workflows.
- Work on Search Engine Optimization (SEO) to implement strategies and best practices.
- Following up the clients.
- Maintained good relationships with new and existing clients via telephone & email.
- Filling RFQ's and related documents to Tenders.
- Creating Invoices to Suppliers and following up on the payments.
- Providing Quotations to the Vendor for the services to be provided.
- Arranged appointments and meetings for the CEO and ensure that the meeting calendar is up to date.
- Sending daily tender report to CEO.
- Sending detail report of Bank Cheques and receipts to CEO.
- Assisting and Coordinating with Sales Manager.
- Coordinating different departments in the Organization.
- Assisting Candidates coming for the interview.

## **\* PROJECT COORDINATOR**

**Company Name: - RSM ALBAZIE & CO.**

**Duration: - December 2014 – September 2016**

**Location: - SHARQ, KUWAIT**

### **Work Responsibilities:**

- Supervised and coordinated projects for external auditors.
- Administrative budget.
- Preparing engagement letters & legal letters.
- Communicated audit results to upper management through written reports and oral presentations.
- Coordinating with Finance Department.
- Coordinating with Tax Department.
- Informed Project Managers about their portfolio updates systematically.
- Maintained records & documentation.
- Responded calls & emails of clients.

**\* LOGISTICS COORDINATOR**

**Company Name: - EL-HOSS ENGINEERING AND TRANSPORT COMPANY**

**Duration: - March 2014 -- December 2014**

**Location: - AHMADI, KUWAIT**

**Work Responsibilities:**

- Maintained accurate stock records and schedules.
- Forecasted manpower requirements based on daily workload and company targets.
- Communicated all emergencies, delays due to weather and carrier schedule changes to customers and supervisors.
- Arranged drivers to the location

**EDUCATIONAL QUALIFICATION:**

INSTITUTE	UNIVERSITY	BRANCH	YEAR
NIGAMA ENGINEERING COLLEGE, MAKHDOOMPUR, KARIMNAGAR.	JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY. HYDERABAD.	ELECTRONICS & COMMUNICATION ENGINEERING	2013
ALPHORES JUNIOR COLLEGE KARIMNAGAR. DIST: KARIMNAGAR.	BOARD OF INTERMEDIATE EDUCATION	M.P.C	2009
PARAMITA HIGH SCHOOL	BOARD OF SECONDARY EDUCATION	SSC	2007

**TECHNICAL SKILLS:****SOFTWARES:**

- SAP( Ware House Management / User Level)
- CRM-Management Module & Case Ware
- IBM-Lotus
- SAGE 50

**NETWORKING:**

- MS Word, Excel, Power Point.
- Diploma holder in Computer Hardware
- Hardware & OS Windows's Xp / 7/ 8
- "C" language (Basics)

### **ACHIEVEMENTS:**

- Participated in many quiz and debates and received applauds

### **STRENGTHS:**

- Communication skills.
- Passion towards work.

### **PERSONAL PROFILE:**

Name : MOHAMMED IMTIYAZ AHMED  
Father Name : MOHAMMED RIZWAN AHMED  
Date of Birth : 06-06-1992  
Nationality : Indian  
Religion : Muslim  
Languages Known : English, Hindi, Telugu  
Gender : Male  
Visa Expiry : 02-08-2022  
Passport Number : K5636066

### **DECLARATION:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: SHARJAH

(MOHAMMAD IMTIYAZ AHMED)