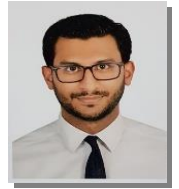


Sameer Naseeruddin

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OBJECTIVE

Self-starter and highly capable credit risk & relationship management professional with a proven track record of working systematically on short deadlines. Detail-oriented with an eye for persistent improvement.

PROFESSIONAL EXPERIENCE

Focus Air Conditioning

Dubai, UAE

Sales Coordinator

June 2020 - Present

- Maintaining the Vendor/customer files as per company guidelines, preparing and tracking sales proposals /agreements.
- Managing all sales related activity for the firm, over-seeing client accounts, setting sales targets with sales team, implementing sales and marketing strategies.
- Review and monitor each account sales on a weekly basis, being the key point of contact between sales team and management, review pricing on purchase orders from customers and Proforma Invoices from Suppliers.

Stock Movement & Reports

- Analyze weekly stock reports to control the key critical areas of the stock system and address any discrepancy, to ensure stock inaccuracies and errors are highlighted and resolved.
- Find effective solutions for slow moving instore stock in stock meetings, prepare brand wise reports requested from management when required.

Export Coordination

- Create Official Proforma Invoices, Packing List & Certificate of Origin.
- Check all export documentation such as invoice, packing list and COO
- Coordinate with customer & warehouse team on final ship out requirements.

Logistics Coordination

- Tracking and ensuring all purchase orders are sent out on time.
- Manage Deliveries from start to end i.e. setting up delivery appointments, setting drivers schedules.
- Coordinate with warehouse manager, drivers, merchandiser and promoters in a planned manner for deliveries.
- Arrange stock transfers between stores. Resolve logistics issues in a timely manner.

Noor Bank – Dubai

Dubai, UAE

Support Associate – ESCROW

March 2020 – June 2020

- Processing deposits as per customer's allocation.
- Handling different payment requests co-originating with engineer applications.
- Updating of deposit though TAS system.
- Accurate project details are shared to developers

Noor Bank – Dubai

Dubai, UAE

Senior Credit processor Analyst for all Retail product

June 2017 – March 2020

- Good knowledge of products Business Installment Finance, Personal Finance, Credit Cards and Commercial Vehicle Finance.
- Preparing reports on assessment findings, experience in the field of Anti-Money Laundering, Conducting EDD & related investigations.
- Compliance check, KYC AML & sanction, world checks, central bank checks for any delinquency history
- Perform Quality Checks for the alerts processed as per the Global Sanctions Policies & Procedures and to check if the decision is appropriate with the internal controls and Global AML Standards.
- Making loan eligibility decisions and approving or rejecting applications, documenting and effectively communicating reasons for the approval/rejection of loans.
- Returning applications with additional documentation to the loan officer for review, ensuring the validity of the documents provided like passport copy, visa, EID, MOA's, Amendment.
- Following bank's standard protocols of data input in the (OPSAL) and consolidation of the entire applicant's information to prepare the loan application.

Noor Bank – Dubai

Dubai, UAE

Credit processor for Home Finance

June 2015 – April 2017

- Prescreening the applicants which are received from sales for completeness and authenticity for Home Finance.
- Reviewing and verifying loan applications, analyzing loan risk and requesting additional information as necessary.
- Analyzing/Assessing Customer Credit History and Financial Statements
- Provide a baseline assessment of Customer's financial condition and making appropriate decision on the Credit Worthiness of a customer, in-depth evaluation of financial statements.
- Detection of fraudulent application at any level of verification (Pre-screening, CB checks and CPV) to reduce loss which impact business
- Verifying and analyzing applicant's credit history and credentials, analyzing/Assessing Customer Credit History and Financial Statements

Cartridge World MENA – Taleed International FZCoSenior Sales CoordinatorDubai, UAE
May, 2014 – May 2015

- Coordinate sales team by managing schedules, filing important documents and communicating relevant information
- Ensure the adequacy of sales-related equipment or material, responding to complaints from customers and give after-sales support when requested
- Handling the process of all orders with accuracy and timeliness, informing clients of unforeseen delays or problems
- Monitoring the team's progress, identify shortcomings and propose improvements, assisting in the preparation and organizing of promotional material or events, ensuring adherence to laws and policies

DESPEC MERA FZCoSales Coordinator / Retail Sales ExecutiveDubai, UAE
Oct 2011 – April 2014

- Handling retail super market (Sharaf DG, Carrefour, Emax in UAE), ensures that shipments adhere to customs regulations.
- To assist the sales team, focusing mostly on managing schedules and the distribution of any sales documentation.
- Ensure and follow-up on any sales quotations made for clients, negotiating terms with the client at a cost best suited for them, able to handle online and telephone queries in a calm and friendly manner, enable to track the documents and shipments
- Counsels companies on issues like insurance and quotas, concentrating on Volume sales with Key Customers and Developing Business with them by keep Excellent Relations, coordinating with product Manager for ordering stocks by providing them Sales forecast, Market Info and Prices updates.

Aga Khan Education ServiceInternKarachi, Pakistan
May 17, 2010 - July 31, 2010

- Perform Data Entry Work for admissions
- Liaise with Parents & Students

K&N's Pvt LimitedCustomer OfficerKarachi, Pakistan
June 05, 2009 – April 05, 2010

- Filing membership forms
- Perform Data Entry Work
- On Call Customer Support

Aga Khan Professional Teachers Association Network (PTAN) departmentVolunteerKarachi, Pakistan
November 24, 2008 - April 30, 2009

- Perform typing work and taking membership & filing.
- Prepare name tags & membership cards (individual / institutional), summarizing of evaluation form.
- Provide support for organizing Olympiad or large events of the associations, arrangement of meetings.

Trainings and Certificate:

- Certify for Information Security Training Program on 29th December 2015 – Noor Bank
- Certify for Operational Risk Awareness Training Programme on 2nd May 2016 – Noor Bank
- Certify for Annual Business Continuity Management Training Programme on 27th September 2016 – Noor Bank
- Certify for Annual Fraud Awareness Training Programme on 1st February 2017 – Noor Bank
- Certify for Information Security Training Programme on 29th January 2019 – Noor Bank
- Outstanding Contribution appreciation Certificate of CPU (central processing unit) for year 2018 – Concentrix
- Certify for Great Job from Compliance team on 30th April 2019 – Noor Bank
- Certify for Great Job from Department Head on June 2019 – Noor Bank
- Certify for Annual BCM eLearning on 1st July 2019 – Noor Bank

SKILLS PROFILE

- Highly experienced in Anti-Money Laundering system
- Capable of working on AS400, Lotus Notes, TAMS, FLEX, OPSAL and SAP
- Well versed in Micro Soft Office
- Organizing and prioritizing work load
- Punctual, trustworthy and honest
- Working as part of a team, ability to complete the tasks delegated by the Senior Management and exceeding their expectations consistently

QUALIFICATION

- B.COM – University of Karachi – Year 2011