

# Anees Basha

Riyadh,Saudi Arabia  
+966590759400

aneesbasha789@gmail.com

linkedin.com/in/anees-basha-  
52a161151

## SKILLS AND PROFICIENCIES

- Teamwork, multitasking, and attention to detail
- Good time management and organizational skills.
- Skilled in developing trust and build good support with customers and partners.
- Critical thinking to arrange orders and make necessary adjustments.
- Thorough background in mathematical operations -Ability to compile, code, calculates, and audit data.
- Good understanding of procurement and accounts payable processes and methods.
- Ability to run operations with limited resources and achieve targets.
- Good knowledge about all Principal Website(Huawei,Honor,Blackberry,Samsung, Apple,Lenovo,HTC,Nokia,Vivo,Oppo etc).
- Proficient with Oracle & MRP based inventory control system and ERP system

Diligent Senior claims associate **with years of experience in service operations**. Want to involve myself in a challenging environment offering scope for growth and development And opportunity to apply my learning to effectively contribute towards the achievement of the organizational objective.

## WORK HISTORY

### Senior Service Associate (MIS & Claims)

Axiom Telecom KSA | Nov 2018 - Present

- Managing daily Operation of Central region Postal, service projects and ASC-M.
- Handling Multi-Brand Claims Managing Service team and achieving the TAT
- Dealing with inventory and reverse logistics
- On call supports for Service collection projects
- Monthly partner claim validation and approval.
- To monitor daily, weekly monthly KPI's are achieved on time.
- Attend training sessions from partners and share the knowledge with the team.
- Follow up for customer complaints & make sure complaints are closed within the timeline and to assure best service is provided for customer.
- Preparing payment invoices for financial and operational review
- Manage DOA/DAP claim in system on time to issue CN to customer
- Recruit, select, train, assign, schedule, coach, counsel and discipline employees.
- Accomplish operations and organization mission by completing related results as needed.
- Successfully ran the service collection projects
- Handling device insurance projects and guarantee and full fill their 6 hr TAT
- Run a safe, injury/accident free workplace.

**Logistic Inbound Team Leader KSA**  
**Axiom Telecom KSA | Feb 2015 - Oct 2018**

**LANGUAGES**

- English-Advanced
- Hindi-Advanced
- Urdu - Advanced
- Arabic-Intermediate
- Tamil-Intermediate
- Malayalam-Intermediate
- Kannada-Intermediate

- Managing all centralized logistic inbounds
- Handling all Shipments and regional splits
- Team management and inventory coordination
- Files handling and storage (POD & Invoices)
- Labor Planning and allocation related to tasks.
- Pullback processes within the internal & external customers.
- Vendor - Supplier Returns
- Prioritizing NPI freight and allocations
- Storage planning
- Planning & Dispatching HLV
- Custom Clearance Follow up - New Shipments related.
- Additional operational supports

**INTERESTS**

Reading  
Writing  
Music  
Sports  
Travelling  
Off-roading  
Adventure Sports

**EDUCATIONAL BACKGROUND**

**Bachelor of Commerce**  
SHIVAJI UNIVERSITY, Maharashtra | 2017

**Higher Secondary Examination**  
Private Institution, Maharastra | 2014

**PERSONAL DETAILS**

Age & DOB : 25, 29-05-1996  
Gender : Male  
Nationality : Indian  
Marital Status : Single  
Iqama : Transferrable

**COMPUTER PROFICIENCY**

- Microsoft Excel – Advanced user
- Microsoft Word – Advanced user
- Microsoft Power point – Intermediate user
- Extensive use of ERP System
- Working knowledge in MS-Windows 95,98 ,2000, XP,7,8,10 & Mac OS

**ANEES BASHA**