

A. Mohammed Abuthaheer

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Visa Type: Visit Visa Validity Date: Feb 2022



Career Objective

To secure a role that would entrust me with upholding and enhancing the existing processes in Shipping line, Freight Forwarding, Operations, Documentation, Logistics, Administration, and Customer Service.

Summary

- A dynamic and committed professional with over 3 years of experience in comprehensive range of organizational functions including Shipping, Customer service, Documentation and IT Operation.
- Handling commercial documentation involved in export & import operations and coordinating with internal/external customers for running successful business operations in my forte.

Professional Experience

Logistics Executive

Dec, 2018 to Jun , 2020

SRD Logistics PVT LTD



- Complete all assigned data entry requests and tasks within required timeframes while maintaining a high-level of quality to the collection man of the Too party's bills.
- Monitor stock levels in order to highlight minimum and excess levels and therefore prevent part shortages
- Compiled, prioritized, sorted and processed customers' orders into local database.
- Transmitted work electronically to order locations upon request.
- Researched further information for incomplete documents.
- Solving the Problems related to Documentation.
- Preparing daily, weekly and monthly consignment statements and provide the same through in e-mail to the Manager.
- Coordinating with transport department of the organization to ensure timely delivery of the consignment to the clients.
- Updating the clients regarding the status of consignments from time to time.
- To provide the day-to-day retail and store operations to the Retail Manager.
- Keep tracking of cost changes and provide justification to manager.
- Tact and diplomacy in dealing with confidential information
- Continually reviews freight costs, transportation rates, and/or the prices of raw materials to keep costs down where possible.
- Facilitate the shipping of products from one destination to another.
- Maintain shipping documentation, manifests and delivery note, enter relevant data in reports purposes
- Assists in document preparation and encourages correct formatting and template usage for all documents.

Procurement Process Associate Oct, 2020 to Nov, 2021	<div data-bbox="1461 42 1555 142" data-label="Image"> </div> <p>Capgemini</p> <ul style="list-style-type: none"> • Price Implementation. • Maintain price in the system for all the materials. • Environment we used: Ariba, SAP (RBP and S4 Hana). • Negotiation with buyer. • Developing and maintaining positive relationships with customers, stakeholders, peers, business partners. • Sending the weekly report to the buyer regarding the status of the materials. • Maintaining the appropriate materials status if any material is not required it will be downgraded. • Create event to get RFQ from the supplier. • Creating Purchasing info record, Quota and Source List for the material. • Having calls on daily basis with clients to get to know their requirements and performing RFQ (Request for Quotations) and RFP (Request for proposals) for best price. • Multiple suppliers participate in bidding and we get the prices in Ariba so that we can choose the suppliers who provide the best price. • We work on Onshore, Offshore and Service plants. That is we install the turbines in land and sea • Also we provide service to the installed plant. • Ensure the processes are documented support in improvement initiatives.
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Education
<div> <div> MBA Marketing and Finance </div> <div> BBA Business Administration </div> </div> <div> Anna University - 2019 Thiruvalluvar University - 2017 </div>

Projects
<div> <div> A Study on Problem Faced by Freight Forwarders in SRD Logistics </div> <div> : I was analyzing the activity of a Freight Forwarder depends on a series of factors that do not depend on the Freight Forwarder. And second, Freight Forwarders in order to accomplish their tasks have access to services that are shared by all providers, and that are beyond their control. And the study identifies infrastructure as a major bottleneck in the Freight Forwarding sector </div> </div> <div> <div> A Study on Financial Analysis in Chennai Port Trust </div> <div> : I analysis the financial performance in terms of five years from 2011-2015 has shown that the company was performing well in terms of profitability, liquidity and solvency position. </div> </div>

Professional Development
<div> <div>Operating System</div> <div>Office Tools</div> <div>Others</div> </div> <div> : MS – Dos, MS Excel : MS Office (Word, Excel, Power point, Outlook), SAP : Data Entry (Typist), Tally ERP 9 </div>

Personal Qualities
<ul style="list-style-type: none"> • Self-motivated with outstanding time management skills • Exceptional inter-personal and communicational skills • Innovative thinker with excellent leadership qualities • Personable, energetic and a self-starter

Personal Profile

Father's Name	: A. S. Asadullah
Date of Birth	: 08 th May, 1997
Languages Known	: English, Hindi, Urdu and Tamil
Nationality	: Indian
Marital Status	: Single
Joining	: Available for immediate joining

Declaration:

I hereby declare that above-mentioned information is correct to the best of my knowledge. I shall prove worthy of your selection and do my best for the organization I'm engaging with.

Date:

Place:

MOHAMMED ABU THAHEER. A