

# CURRICULUM VITAE

## AJMAL SALMAN THEKKE VALAPPIL

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### **Objective:**

To find an exciting and challenging carrier in a professional environment, where I can utilize my education, experience, and interpersonal abilities.

### **CARRIER GRAPH:**

#### **From 2022 August to Present**

Company: **Hassani Group of Companies**  
Dubai, United Arab Emirates

#### **Designation: Logistics Supervisor**

#### **Duties and responsibilities:**

- ❖ Manage and coordinate the operational activities for Warehouses and stores including the storage, Distribution of goods and their movement.
- ❖ Review the workplan for assigned staff, monitor workflow, Controlling delivery method services.
- ❖ Schedule delivery of goods based on customer availability and urgency.
- ❖ Verify all documents along with the customer Tax invoices. Such as Purchase order, Delivery note, Appointments.
- ❖ Collect and verify documents for submitting in ports for international delivery.
- ❖ Preparing various passes and appointments to enter customer premises.
- ❖ Communicate and coordinate with stock analysts and salesman for better movement of goods from warehouse to customer.
- ❖ Aware about production and expiry dates of good, Goods availability from production factory, and goods for promotion.
- ❖ Verify and monitor various licenses such as Vehicle permit, Health certificate, hygiene, Food permit etc.
- ❖ Monitor the delivery vehicles through GPS system.
- ❖ Store and retrieve various documents, permits and licenses.
- ❖ Submitting reports to logistics manager, such as, daily delivery report, vehicles in garage, staff performance etc.,

**From 2018 September to 2022 July**

Company: **Regency Group of Corporate Management**  
Dubai, United Arab Emirates

**Designation: Logistics Coordinator / Inventory Coordinator**

**Duties and responsibilities:**

- ❖ Monitor stock levels and identify purchasing needs.
- ❖ Invoice preparation, Processing, Verifying and Reconciliation
- ❖ Making Purchase Orders, prepare cost analyses, Update internal database.
- ❖ Conduct market research to identify pricing trends.
- ❖ Follow up with suppliers, as needed, to confirm or change orders.
- ❖ Stock Management and resolving inventory related issues.

**Educational Qualification:**

- ❖ Bachelor of Technology in Computer Science Engineering, University of Calicut, India
- ❖ Higher Secondary School Certificate, Kerala Government
- ❖ Secondary School Certificate, Kerala Government

**Computer Skills:**

- ❖ ERP ORION, Document Managing System (DMS), Warehouse Management System (WMS), ERP Vision 2000, ERP GOLD
- ❖ SQL, Basics of JAVA, C, C++, HTML
- ❖ Microsoft Excel, Microsoft Word

**Skills:**

- ❖ Good Communication, Presentation, Designing and Interpersonal Skills
- ❖ Hard Working , determined and team spirit.
- ❖ Flexible in variation of duties and responsibilities.
- ❖ Ability to achieve the goal in various circumstances.

**Personal data:**

Date of Birth:	18-08-1996
Sex:	Male
Nationality:	Indian
Religion:	Muslim
Marital Status:	Married
Passport No:	R-2269663
Visa status:	Employment Visa
Languages:	English, Hindi, Malayalam

**Declaration:**

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

AJMAL SALMAN THEKKE VALAPPIL