



MOHAMED HAKKIM

OPERATIONS
SPECIALIST

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all.com
Dubai, UAE

Birth Date

12th June 1994

Nationality

Indian

LANGUAGES

English

Hindi

Tamil

Malayalam

SKILLS

Excellent People Skills

Process Improvement

Technical Support

Preparing Presentations

Product Promotions/Upselling

PROFILE

Focused, responsible and driven professional with years of diverse business and operational management experience. Contributes actively to company goals, both autonomously and as a cross-functional team member. Dynamic with a positive demeanor. Seeking a challenging and rewarding new role in operations management with a focus on promoting safety, customer service, leverage of sales, business and management skills; targeting roles that will allow for career advancement and growth.

EDUCATION

Bachelors of Engineering(EEE), Mahalakshmi Engineering College , Anna University

Chennai | 2012 – 2016

EMPLOYMENT HISTORY

OPERATIONS WAREHOUSE, NOON E COMMERCE

Dubai, UAE | 2020 November

- . Daily allocation and monitoring of tasks and duties.
- . Ensure all customer orders are fulfilled within the shortest possible timeline and packed to the standard required.
- . Carry out regular audits / spot checks to ensure quality of process and provide clear and visible feedback on findings.
- . Ensure all store requests / transfers are progress chased to ensure timely arrival into warehouse to enable swift order completion and dispatch
- . Produce daily KPI reporting on all elements of fulfilment process including dispatch by day, outstanding store requests, cancelations, sales and additional marketing / promotional activity
- . Monitor the usage of consumables and ensure that the relevant communications occur to ensure adequate stocks are maintained.
- . Escalate issues to senior management within an appropriate timeframe.
- . Provide warehouse management with end of day / shift handover information.

Construction Supervisor, Al Anamil Al Khadra Landscaping & Garden Cont. LLC

Dubai, UAE | 2019 August – 2020 August

- . End to end Project Management.
- . Visits to understand practical difficulties involved.
- . Identify cost reduction opportunities.
- . Monitor all procurement activities to ensure all are in accordance with the projects.
- . Coordinate with suppliers and contractors.

Business Associate Operation- Vertex Customer Management India Private Limited

Chennai | 2016 Sep – 2017 April

- Pickup and carry messages, documents, packages and other items between offices and departments with an establishment or to business concerns.
- Being a good team member means being also clearly communicate my ideas with the group.
- People will be more open to communicating with me, I convey respect for them and their ideas.