



CONTACT ME

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Barsha heights, Dubai

EDUCATION

MBA
(international Business)
Pondicherry University 2021
BBA & TTM
(Bachelor's Business Administration)
Kannur University 2011

CERTIFICATION

IATA FIATA 2010
Speedwings academy

SKILLS

- Sales
- Logistics Management
- MS Office Suite
- Business Development
- Customer Service
- Multitaskin
- Inventory Management
- Warehouse

LANGUAGE

- English
- Arabic
- Hindi

Iqbal

HR Coordinator

Objective: Results-oriented professional with over 6 years of experience seeking a multifaceted role in sales, customer care, administration, business development, and logistics. Aiming to leverage experience to drive business growth, enhance customer satisfaction, and optimize operational efficiency.

WORK EXPERIENCE

Accounts cum sale manager

Merryfoods pvt ltd | Kannur, India

2021 - 2023

Formulated and executed effective sales strategies aligned with company objectives. Conducted market research to identify opportunities and trends. Led sales team, optimizing overall office operations for increased efficiency. Managed accounts receivable and payable, ensuring accurate recording and timely payments. Prepared financial reports, including profit and loss statements and sales forecasts. Oversaw sales transactions, including invoicing and collections. Handled customer inquiries and resolved complaints in a timely and professional manner. Collaborated with other

Admin cum sale manager

2017 - 2021

Safiya Trading Company, Kannur, India

Directed day-to-day office operations, implementing streamlined processes to enhance workflow efficiency. Enforced adherence to company policies and standards. Formulated and executed effective sales strategies aligned with company objectives. Conducted market research to identify opportunities and trends. Led sales team, optimizing overall office operations for increased efficiency. Planned and coordinated administrative procedures, devising strategies to streamline processes. Recruited and trained personnel, allocated responsibilities, and managed office space. Assessed staff performance, providing coaching and guidance for maximum efficiency.

Customs Clearance Clerk

2013- 2015

CP World Shipping LLC, Abu Dhabi, UAE

Executed Air Waybill documentation and managed marketing initiatives. Facilitated Cargo Booking processes and coordinated shipping arrangements. Oversaw comprehensive logistics operations, enhancing overall supply chain efficiency. Implemented effective inventory control measures, leading to a 10% reduction in carrying costs. Managed documentation meticulously, preparing, reviewing, and organizing import/export documents for accuracy and compliance. Stayed informed about changes in customs relations and tariff

Logistics Coordinator

2011 - 2013

Atlas Logistics Pvt Ltd, Nedumbassery, Kerala, India

To ensure that operational and documentation procedures adhere to specified guidelines for both sea and air shipments, while maintaining close communication with local customers to enhance efficiency of document and information flow in shipping processes.

REFERENCES

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