



CAREER OBJECTIVE

To leverage my expertise and experience in supply chain management to drive operational efficiency, optimize processes, and enhance overall organizational performance. Eager to apply my strategic planning, logistics coordination, and vendor management skills to contribute effectively as a supply chain executive in a dynamic and growth-oriented environment. Passionate about fostering innovation, fostering collaborative relationships, and implementing best practices to achieve sustainable success in the ever-evolving field of supply chain management.

MOHAMED THAREEK HAJA NAJUBUDEEN

UAE Automatic Light Vehicle License

Ecommerce & Supply Chain

Contact

+971 555759369

tarik617@gmail.com

United Arab Emirates

Technical Skills

Microsoft Office

SQL

WMS Supervisor

Citrix Server

Tally

Field Experience

- Logistics.
- Transportation, Courier & Ecommerce.
- Supply Chain
- F&B, FMCG.
- Customs Clearance.
- Bill of Entry & Incoterms
- E-Commerce & Fulfillment
- Team Co-ordination
- Digital Marketing
- Storekeeper
- Inventory Managing
- Online shopping Platforms
- Customer handling
- Managing team and assigning work

EXPERIENCE SUMMARY

◆ E-commerce Executive

AL Hajis Perfumes, Dubai, UAE

(Jan 2024 – Till Date)



◆ Supply Chain Executive

Noon E-Commerce, Dubai, UAE

(Sep 2020 – Dec 2022)



◆ Warehouse Associate

Noon E-Commerce, Dubai, UAE

(Sep 2020 – Feb 2021)



◆ Transaction New Associate

Accenture, Tamil Nadu, India

(Aug 2018 – Nov 2019)



◆ Logistics coordinator

We doo, Tamil Nadu, India

(Dec 2016 – Mar 2018)



EXPERIENCE

E-commerce Executive

AL Hajis Perfumes, Dubai, UAE

(Jan 2024 – Till Date)



Duties and responsibility:

Orders are being handled from the website, Amazon, Noon.com, Dubai Store, Talabat, Tradeling, Store us, Instashop, and What's app for the UAE, the website and What's app for Oman, and the website for Bahrain, Saudi Arabia, Maldives, and India.

- ◆ Overseeing the operation and maintenance of the company's online store, ensuring it is user-friendly, visually appealing, and functional. This involves managing product listings, descriptions, images, and pricing.
- ◆ Developing and implementing digital marketing strategies to drive traffic to the online store and increase sales.
- ◆ Managing customer interactions and relationships online. This involves responding to customer inquiries, addressing complaints, and ensuring a positive customer experience throughout the online purchasing process.
- ◆ Coordinating with the inventory team to ensure adequate stock levels of perfumes are maintained in the online store. Monitoring inventory turnover rates, identifying slow-moving products, and implementing strategies to minimize stock outs and overstock situations.
- ◆ Collaborating with third-party vendors, suppliers, and online marketplaces to expand the company's online presence and reach new customers. Negotiating contracts, managing relationships, and ensuring all partnerships align with the company's brand and objectives.
- ◆ Continuously optimizing the online store for improved performance, including website speed, mobile responsiveness, and checkout process efficiency.
- ◆ Ensuring compliance with relevant e-commerce regulations and standards, such as data protection laws and payment card industry (PCI) compliance.
- ◆ Implementing security measures to protect customer data and prevent unauthorized access to the online store.
- ◆ Packing and Dispatching the all orders with in TAT time.
- ◆ Manage a team of ecommerce professionals, including ecommerce executives, web developers, digital marketers, and customer service representatives.

Education

- ♦ **MBA (Finance and Project Management)** from **University of Annamalai**, Chennai, India. (2016-2018)
- ♦ **B.com (Information System Management)** from **University of Madras**, Chennai, India. (2013-2018)
- ♦ **Diploma in Digital Marketing and Logistics** from **Dhanraj Baid Jain Institute**, Chennai, India. (2016-2018)

Languages Known

English	<div><div></div></div>
Tamil	<div><div></div></div>
Hindi	<div><div></div></div>
Malayalam	<div><div></div></div>

Course & Certificate

- Big Data 101
- Tally ERP 9.0
- Microsoft Applications
- Data Management
- Networking
- E-commerce Law on Udemy.
- Power BI from Udemy
- User Experience Design Essentials

Personal Details

Date of Birth : 26-Dec-1995
Gender : Male
Marital Status : Single
Nationality : Indian
Visa Status : Visit Visa
Passport number : U2270149
Passport Expire :17-Nov-2029
Driving License : Light Vehicle (AT)
License Validity : 21-Nov-2024

Supply Chain Executive

Noon E-Commerce, Dubai, UAE

(Feb 2021 – Dec 2022)



Duties and responsibility:

- ◆ Checking the available physical stock in inventory and QC rejected reasons in warehouses using WMS.
- ◆ Super seller used for routing the out-of-stock items from Current warehouse to Noon Branched warehouse as per the stock availability.
- ◆ Checking the status of customer ordered items whether fulfilled or not using Agent one.
- ◆ Logistics management system handled to check the customer ordered packages within logistics team (either delivered or returned) as per the Estimated date.
- ◆ Big query (SQL) used to check live stocks availability in Own warehouses and Marketplace Warehouses, orders that received from VIP customers, Same Day Delivery (SDD), Next Day Delivery (NDD) and high value packages.
- ◆ Coordinating with Warehouse staff to ensure that Customer's orders should fulfill within cut-off time.
- ◆ Maintaining records of available stock, tracking customers Overbooking items.
- ◆ Maintaining records of QC rejected items with reasons, customer cancelled items and reasons.
- ◆ Preparing and maintaining above mentioned records to report for upper management reference on daily basis.
- ◆ Managing and planning every activity in team.
- ◆ Combine the team's biometric timing and transmit it to the top for reference.
- ◆ Keeping tracking of staff attendance, overtime, and forwarding to the WPS team
- ◆ 2022's **Stand Alone Performer** of the Year.

Warehouse Associate

Noon E-Commerce, Dubai, UAE

(Sep 2020 – Feb 2021)



Duties and responsibility:

- ◆ Checking and inspecting goods received and ensuring they are of accurate quantity, type, and acceptable quality.
- ◆ Ensure that the warehouse has sufficient space for incoming deliveries.
- ◆ Selecting space for storage and arranging for stock to be placed in the designated areas.
- ◆ Making sure that all inventory processes are completed on the targeted time.
- ◆ Handling documenting inventory and resolving shortage issues.
- ◆ Respond to outbound QC Reject complaints, lost items, damages.
- ◆ Oversee day-to-day team's operation and performance.
- ◆ Quality checks the product and packing the product as shipment.
- ◆ Printing the Airway bill and handover to logistic team.
- ◆ The return items form customer (Aftersales) Quality checking the item and grading the item as per the usage and seller or noon refurbishment Warehouse.
- ◆ The product which expires or expire of term need return to seller called RTV (return to vendor).

Transaction New Associate

Accenture, Tamil Nadu, India

(Aug 2018 – Nov 2019)



Duties and responsibility:

- ◆ Developing and executing digital marketing campaigns to drive website traffic, increase brand awareness, and generate leads.
- ◆ Monitor and analyze website traffic and user engagement metrics.
- ◆ Create and optimize content for social media channels.
- ◆ Develop and manage email marketing campaigns.
- ◆ Monitor and analyze the performance of digital marketing campaigns.
- ◆ Research and identify new digital marketing opportunities.
- ◆ Develop and maintain relationships with influencers and other digital marketing partners.
- ◆ Manage and optimize search engine marketing campaigns.
- ◆ Develop and implement strategies for SEO optimization.
- ◆ Analyze and report on the effectiveness of digital marketing campaigns.
- ◆ **Quick Leaner award** of the **Silicon Valley Bank** team.

Logistics coordinator

We Doo, Tamil Nadu, India

(Dec 2016 – Mar 2018)



Duties and responsibility:

- ◆ Facilitate the shipping of products from one destination to another.
- ◆ Planning and scheduling the delivery of goods as per the booking.
- ◆ Receives products and coordinates delivery.
- ◆ Prepares loads for shipment.
- ◆ Generating Invoices and arranging for submission to the customers.
- ◆ Makes sure warehouse capacity is kept at optimal levels and keep the logs and records of warehouse stock, executed orders etc.
- ◆ Oversees inventory of goods and vehicles.
- ◆ Continually reviews freight costs, transportation rates, and/or the prices of raw materials to keep costs down where possible.
- ◆ Prepare accurate reports for upper management
- ◆ Coordinate and monitor supply chain operations
- ◆ Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction