ABDUL RAZAAK

Export Coordinator

Dubai, United Arab Emirates

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+ ABOUT ME

I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done.

+ EDUCATION

- Jamal Mohamed College, Bharathidasan University.

  2015

  BACHELOR OF SCIENCE

  Completed in Computer Science

+ SKILLS

JDE ENTERPRISES

STOCK MANAGEMENT

OFFICE 365

Inventory Control

SQL QUERY

+ WORK EXPERIENCE

- **Alligator Shipping LLC** — JUL 2023 - PRESENT

  EXPORT COORDINATOR

  Coordinate and manage all aspects of export logistics, including scheduling, providing CRO and getting the details of booking.
  Coordinate with DP World for CRO, transporter & customers for the smooth operations.
  Coordinating with slot operator for the space in vessel and load list submission before the cut off.
  Prepare and review export documents, such as business invoices, packing lists, certificates of origin, and other essential paperwork.
  Coordinating with origins, destinations, internal departments to ensure all inspections, certifications, legalizations and special processes for shipments and clients are maintained.
  Tracking and monitoring shipments to ensure on-time delivery.
  Updating the job file and checking for all relevant documents, chargeable services and costs before forwarding the file to operations.
  Performing any other related duties/projects assigned by Manager from time to time to meet business exigencies.

- **ElGrocer** — NOV 2022 - MAR 2023

  Dubai

  E-COMMERCE EXECUTIVE

  Develop and implement Standard Operating Procedures (SOPs) to ensure efficient and effective operations.
  Support daily operations of an E-Commerce business.
  Update and Manage product listing, pricing and stock levels.
  Manage and Update Promotions and seasonal assortment items with the partners.
  Check the application regularly to ensure a smooth customer experience.
  Monitor and analyze key performance indicators (KPIs) to identify areas for improvement and implement corrective actions.
  Constant Coordination with Partners for smooth operation.
  Handles queries and escalation from stores and partners.
  Visiting Stores and giving training to Pickers, Riders and Store Manager whenever required.
  Conduct monthly meetings with stores to discuss about performance and growth.
  Provide regular updates on the performance of the portals.
  Help coordinate information for weekly store mail packs.

+ LINKS

LinkedIn
https://www.linkedin.com/in/abdul-razaak-138039131/

+ LANGUAGES

English

Tamil

Hindi

Malayalam

+ COURSES

● JUN 2015 - OCT 2015
ORACLE DATABASE 11G SQL TUNING, ISQL GLOBAL

● MAR 2024 - APR 2024
TECHNICAL SUPPORT FUNDAMENTALS, GOOGLE

● MAR 2024 - MAY 2024
THE BITS AND BYTES OF COMPUTER NETWORKING, GOOGLE

+ PERSONAL DETAILS

Date of birth
22/01/1994

Nationality
India

Visa status
Employment Visa

Marital status
Married

● Union Coop   JUL 2020 - JUN 2022
Dubai
STOCK CONTROLLER

Executing all deliveries, ensuring receiving and processing procedures are in compliance with company standards.
Checking goods as per purchase order.
Physical Inspection for any damaged goods.
Arranging all the document such Purchase Report.
Examine the levels of supplies and raw material to determine shortages.
Tracking inbound and outbound orders to prevent overstocking and out-of-stock (OOS).
Monitoring inventory levels and replenishing stock as needed.
Performing regular inventory audits and keeping stock purchasing within budget.
Performing regular stock checks and reporting any issues to the supervisor.
Reporting discrepancies between physical counts and computer records.

● Fresa Technologies   OCT 2017 - FEB 2020
Chennai
SQL DEVELOPER

Design, create and implement database system based on end user's requirements.
Provide authentication and authorizations for Database.
Create complex functions, scripts, stored procedures and triggers to support application development.
Analyze existing SQL queries for performance improvements
Develop, implement and optimize stored procedures and functions using T-SQL
Design and maintain custom Oracle applications using Oracle Apex.
Develop scripts in SQL, PLSQL for data conversion, data migration.
Adherence to policies, processes and procedures within your areas of responsibility.
Fix any issue related to database performance and provide corrective measures.
Develop database schemas, tables and dictionaries.
Test databases and perform bug fixes.

● GreatA Enterprises and Developers   AUG 2015 - JUL 2017
Chennai
IT TECHNICAL SUPPORT

Provide L1 & L2 technical support, answering user queries relating to hardware and software problems, via helpdesk portal, desk visit, phone, collaboration tools, and email.
Follow the SLA for issues with respect to the severity.
Address user tickets regarding hardware, software and networking.
Conduct remote troubleshooting.
Troubleshoot and customize Office 365 applications.
Install and troubleshoot workstation hardware and software including printers, desktop systems, laptops, hand-held and other devices.
Perform hardware troubleshooting on all aspects of computer workstations, peripheral devices, printers, scanners, monitors, and VPN.
Experience with IT support ticketing systems.
Administrator Helpdesk and technical support tools.
Good knowledge of basic TCP/IP networking concepts.