



## ABOUT ME

With 9 years of experience in retail and wholesale management, sales and Logistics, I bring a proven track record of success to this role. As a warehouse supervisor, customs representative, Import & Export Coordinator. I effectively managed operations and sales teams, implementing strategies to drive revenue.

## KEY SKILLS

### Applications:

- \* SAP
- \* ORACLE
- \* Tally ERP9
- \* Excel

### PERSONAL STRENGTHS:

#### \* COMMUNICATION:

Interpersonal skills – verbal problem solving and listening skills in any administrative role.

#### \* SERVICE:

Having client focused approach skills include patience, Attentiveness and a positive language.

#### \* ORGANIZATION:

Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time management.

#### \* MANAGEMENT:

Management skills to direct others and review others performance.

#### \* RISK MANAGEMENT:

The process of identifying monitoring and managing potential risk in order to minimize the negative impact they may have on organization.

### EDUCATION:

- \* MBA (Specialized in Marketing & HR) - 2013  
KANNUR UNIVERSITY - INDIA

### LANGUAGE:

- \* English, Hindi, Malayalam, Arabic (Basic)

## PERSONAL DETAILS

Date of Birth: 05-10-1988  
Nationality: Indian  
Visa Status: Visit Visa  
Marital Status: Married

# ABDUL BASHEER P

## WAREHOUSE OPERATION COORDINATOR



Al Majaz, Sharjah,  
United Arab Emirates



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## WORK EXPERIENCE

### AL RAMA INTERNATIONAL TRADING LLC

Dubai Free Zone-UAE

Aug 2021 –Aug 2023

#### Warehouse Shipping Coordinator (Chemical Field).

- Coordinating Sales team to managing their schedules and needs.
- Preparing documents for export (COO, MOH, SIRA, FANR, and MOFA).
- Coordinate with vendors, customer, and other departments to ensure smooth delivery of goods.
- Handling a variety of duties, including responding to customer inquiries, resolving customer complaints, and providing technical support
- Monitor and track shipments to ensure timely delivery and any issues that arise.
- Coordinating warehouse team and delivery team to smooth delivery and managing inventory levels and ensuring accurate tracking and reporting.
- Maintaining accurate records and reports, including shipping manifests, delivery records, and logistics performance metrics.
- Extract the papers and documents required to complete the customs clearance process.
- Monitor sales teams progress and identifying shortcoming.

Reporting to Managing Director

### AL SAFEER INTERNATIONAL GROUP OF COMPANIES.

Sharjah-UAE

Nov 2015 - May 2021

#### Warehouse Operation Coordinator.

- Maintain accurate inventory levels, track stock movements, and resolve discrepancies.
- Ensure efficient storage, labeling and organization of products.
- Developed and maintained strong relationships with keys clients.
- Coordinating inbound and outbound shipments, verify receipts, and resolve delivery issues.
- Monitor stock levels, levels identify slow-moving or dead stock and recommend adjustments.
- Update stock levels available in our warehouse to sale force.
- Coordinating inventory transfer to the customers and related stores.
- Preparing monthly division and store wise detailed account analysis for sales, cost and inventory accounts.
- Preparing Sales, Purchase and stock report weekly and monthly.
- Supervise and train warehouse staff, providing guidance and support as needed.

Reporting to Sales Manager.

## DECLARATION

I hereby declare that the above mentioned information is true and I bear the responsibility for the correctness of the above mentioned particulars.

**ABDUL BASHEER P**