



SAMEENSHA NAZEER

Warehouse Coordinator

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CAREER OBJECTIVE

To obtain a Warehouse Coordinator position utilizing strong organizational and problem-solving skills. To secure a Warehouse Coordinator role with an organization that values hard work and dedication. Seeking a Warehouse Coordinator role to leverage my expertise in inventory management and data Entry SKILLS.

- Presently associated with Seven Seas Ship Chandlers L.L.C, Dubai Warehouse coordinator.
- Microsoft dynamics 365.
- Sales Return Voucher, Goods Return Voucher.
- Receiving& Return of Goods.
- Dispatching of Goods to Various Ships.
- Quality checking Fresh fruit and vegetables.
- Possess a strong work ethic and excellent record, stable work history credible references.
- Personable and professional with a strong customer service orientation and problem-solving skills.
- Accustomed to working under harsh weather conditions.
- MS Office.

QUALIFICATIONS

- Higher secondary (12th)
- ITI

ORGANISATIONAL EXPERIENCE

Company Name : Seven Seas Ship Chandlers L.L.C,
Designation : Warehouse Coordinator
Period : March 2021- Present

Roles & Responsibility

- Looking for prospective Customers, building relationships, attracting customer interest, and discovering customers' needs
- Listening to Customer needs.
- Handling complaints, maintaining customer relations, collecting accounts, and networking
- Communicate with the rest of the company.
- Operate all equipment in a safe and efficient way according to all relevant legislation, policies, and procedures.
- Responsible for proper loading and securing of freight to prevent movement and allow safe transport. Assist in loading and unloading as required.
- Answering calls, responding to emails, managing orders, keeping records, data entry, greeting customers or visitors, and scheduling appointments or meetings
- QC checking and dispatching (fresh fruits and vegetables)

LANGUAGES KNOWN

- English, Hindi, Malayalam & Tamil.

PERSONAL DETAILS

- Date of Birth : 26-10-1997
- Age : 27
- Passport No. : S1193145
- Nationality : Indian
- Marital Status : Single
- Visa status : Employment

DECLARATION

I hereby solemnly declare that the information given above is true to the best of my knowledge and belief.

Place: Dubai

Date: 23-SEP-2024

SAMEEN SHA