

# CURRICULAM VITAE



**S. SHAHUL HAMEED**

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To obtain a suitable position in a multinational company which offers a professional Working environment and enable me as graduate to grow along with the corporation's goal.

## **PROFESSIONAL SYNOISIS**

- A dynamic proccessional with over years of rich & extensive experiences in working as and Sales Coordinator.
- A self-starter with the ability to work productively in a fast paced, high growth environment.
- Enthusiastic, quick to learn with good interpersonal and organizational skills, having a high sense of responsibility and believe in "It pays to work hard".
- Ability to adapt quickly to challenges and changing environments.
- Enthusiastic, creative, and willing to increase responsibilities.
- Driven to learn-apply new ideas.

## **WORK EXPERIENCE**

- Worked as a Sales Coordinator in M/s Universal Building Materials (Mechanical, Plumbing, Materials Division), Al- Khobar, Kingdom of Saudi Arabia 2002 to 2016 December.

## **Job Responsibilities**

- ❖ Responding to the Sales Department Enquires through Phone, E-mails, Fax.
- ❖ Preparing the Quotation, Proforma invoice and invoices (AX System).
- ❖ Recording the Progress of all Enquires, Orders, and translates into a monthly report.
- ❖ Follow Up with Customers for new orders.
- ❖ Coordination with internal Department for timely departure & Delivery of the Materials.
- ❖ Coordination the sales team by managing schedules, filing. Documents and communicating relevant information.
- ❖ Responding to complaints from customer and give after sales support when requested.
- ❖ Monitor the team's progress, identity shortcomings and propose improvements.
- ❖ Trading for aircraft parts, electric and electronic components.
- ❖ Trading for oil, gas and marine fields.
- ❖ Working account assistant, entering, and handling petty, cash.
- ❖ Having vast experience in export and import procedures in UAE.

## **ADDITIONAL EXPERIENCE**

- ❖ Worked as a sale and purchasing in Fine Tools Trading Company LLC Dubai-Since 2017 to 2019 October.
- ❖ Worked as purchasing in Laspinas Building material Trading LLC Dubai – Since 2021 to December 2023.

## **ACADAMIC QUALIFICTION**

- Bachelor of Science (B.Sc.)

## **IT SKILLS**

- MS Office (Word, Excel & PowerPoint)

## **LANGUAGES KNOWN**

Tamil	:	Speak, Write & Read
Arabic	:	Speak
Hindi	:	Speak
English	:	Speak, Write & Read
Malayalam	:	Speak

## **PERSONAL DETAILS**

Nationality	:	Indian
Gender	:	Male
Passport Number	:	T5325952
Valid Till	:	06.05.2029
Father's Name	:	P. Shaikh Abdul Kader
Religion	:	Islam

## **REFERENCE**

Furnished promptly upon request with supporting documents.

## **DECLARATION**

I hereby declare that all the information's stated above is true to the best of my knowledge.