

Abdul Muheeth

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A very self-driven, Diligent individual ardent and endearing towards the work indulged in. Professional with a hint of minimalism seeking knowledge and striving for betterment of oneself while being responsible in my obligation.

EDUCATION & CERTIFICATION

Measi Institute of Management

(Marketing And Logistics)

Chennai, India

Masters Of Business Administration

August, 2020 – July 2022

The New College (Autonomous)

Chennai, India

Bachelors Of Commerce (Commerce)

June, 2017 – April 2020

Asan Memorial Matriculation Higher Secondary School

Chennai, India High

School Education

May, 2015 – April, 2017S

EXPERIENCE

Cover It Up

Chennai, India

Supervisor

February 2019 – June 2019

- **Sales and Marketing:** Sale of products through e-store and direct to customers, Marketing products through social media.
- **Production:** Manufacturing and packaging of the product from an in-house producing badge of products for sale and packaging them to be sent to customers.
- **Design:** Designing and formulating new designs for our products based on topics of superheroes and Geek art to create the product
- **Procurement:** Get in touch with the suppliers to supply the raw materials required to produce the product

Ocean Generation Shipping Pvt Ltd

Chennai, India

Supply chain Management Intern

May 2022 – June 2022

- As an NVOCC, Making use of available resource for cost effective order placements and shipping

New Waves Digital Firm

Chennai, India

Digital Marketing Intern

March 2017 – October 2017

- Making adverts and posters on social media

Al Bakheet Motors LLC

Dubai, UAE

Sales representative

March 2023 – May 2023

- **Sales:** Meeting Customers need and providing vehicles as per enquiry
- **Procurement:** vehicles from suppliers and other vendors for meeting customer's request

- Stock inventory management
- Creating Exit Transit document and Delivery Note
- Marketing and creating posts for reaching out to potential buyers

Baschar Trading LLC
Sales Officer

Dubai, UAE
June 2023 – present

- **Sales:** Selling Products through E- commerce (Amazon, Noon, Sharaf DG)
- **Facilities management:** Warehouse supervision and stock inventory Management.
- **Accounting:** Accounting company's daily expenses and transaction and VAT/Excise duty submission.
- **Logistics:** Scheduling pick and drop for delivery of goods to warehouses or direct to customer, Creation of delivery note and document handling for import of goods.
- **Procurement:** Contact and get in touch with other suppliers and vendors for procuring goods requested for operation of our business and renewal stock inventory management.
- Public relationship
- **Dubai Municipality Services:** Food and Consumer product registration, import formalities, Lab test request and application etc... and cargo clearance (CPIP, FLAR, FITR etc.)
- **Marketing:** Managing campaigns adverts through marketing tools provided by platforms for outreach and cold calling suppliers and handling queries for sale and SEO.
- **Pricing Analyst:** Taking the Prices of importing the goods with the cost of purchase, competitors prices and adjusting to the operational costs incurred and determining the best price for the product for sale.

PERSONAL PROJECTS

- SOCIAL MEDIA ADVERTS ON INFLUENCE OF CONSUMER BUYING BEHAVIOUR TOWARDS FASHION ACCESSORIES (2020-2021)
- FEASIBILITY OF ADOPTION OF BLOCKCHAIN TECHNOLOGY IN SUPPLY CHAIN MANAGEMENT WITH REFERENCE TO OIL INDUSTRY (2021-2022)

SKILLS AND INTERESTS

Skills: Photoshop(limited), Microsoft Office Suite, Time management, Adaptability, Critical thinking, Interpersonal skills, Teamwork, Business Development, Canva, Adobe.

License: India, UAE

Interests: Stock market investment, Content creation, reading books, Learning languages, Art, Social and Voluntary Club activities.

Hobbies: Hiking, Cycling, Travelling, Gaming, Sports and exercise, Photography, Cooking.

Languages: Tamil (Native), English (Fluent), French (Reading), Arabic (Reading and Writing), Hindi/Urdu (Intermediate), Malayalam (Beginner)