

# Muhammed Eyas

Logistics Coordinator



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UAE Driving License , RTA,Dubai



DUBAI, UAE

## About Me

A qualified professional with 3+ years of experience in UAE industry. Competencies in Coordination and documentation in logistics , Marketing, Business Development , client relation and customer service. Extremely motivated to explore and broaden gained knowledge and skills.

## Work Experience

### SKILLS

- Excellent written and verbal communication skills
- Attention to detail and good reasoning skills to spot errors quickly and report them to relevant staff
- Team building and relationship
- Customer-oriented mindset and excellent interpersonal skills
- Proficiency with industry-standard computer packages such as Microsoft Excel, Word, Outlook and Quickbooks

### Education

2016-2019

Bachelor of Business  
Administration

University of West Scotland

#### ● Logistic Coordinator DP World

##### Bait al Marjan Cargo

- June 2020 - Till Date
- Monitoring and keeping records of the shipped and received goods in a company
- Liaising between clients to resolve any complaints
- Preparing shipping quotes for customers and sales reports for the sales management
- Supervising the loading and unloading of shipping vessels and executing stevedoring activities
- Coordinating warehouse staff to enable effective land-based product shipping
- Reviewing orders and processing order changes, returns and cancellations
- Determining the most efficient methods of shipping and routes
- Scheduling loads and processing shipping paperwork
- Preparing and documentation of shipping documents

## Personal Details

Date of Birth. : 30 November 1997  
Nationality : Indian  
Marital Status. : Single  
Languages Known : English, Hindi, Malayalam , Tamil  
Visa Status : Employment Visa  
Address. : Dubai,UAE

## ● Sales Executive Emirates NBD

- September 2020-August 2021
- Areas handled were Dubai, Sharjah and Ajman
- Negotiating terms of sales and agreements and closing sales with customers
- Gathering market and customer information to figure out the customer needs
- Responding to customer queries and resolving their objections to get them to make a purchase
- Creating proposal documents as part of the formal bidding procedure
- Working towards achieving the sales target
- Making leads and sorting the leads and making database
- Collaborate within teams to achieve better results
- Take feedback from customers and share it with support teams
- Providing customers with detailed and accurate quotations and cost calculations

## Declaration

I hereby declare that the above mentioned statements is correct and true to the best of my knowledge and belief