

ELBY ABRAHAM

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Dubai, UAE



Summary:

A versatile, focused, and motivated individual whose vision of success is to rise above the competition in every way with 4+ year's record of accomplishment of ensuring day-to-day operations of a business.

Core competency:

- Excellent Communication and decision-making skills.
- Self-motivated, committed to professional excellence.
- Ability to plan, organize and manage multiple projects and set priorities.
- Timeline management with efficient multi-tasking.

Work Experience:

Sales/operation coordinator (from Jun 2021- Present)

Company Brief: Dubai Furniture Mfg. Co. LLC (DFMC) - **ARENCO Group** (Licensee for production and marketing of world's leading luxury bedding brands **Serta & King Koil**).

DFMC is market leader in hospitality segment throughout Middle East and supplied King Koil / SERTA bedding to all the prestigious Hotel Chains, apart from catering to Furnished Apartments, Villas, Palaces, and DFMC have **26 retail showrooms** across GCC.



Duties & Responsibilities:

- Managing all functional areas of DFMC through a team of Coordinators.
- Ensuring smooth workflow and adherence of policies of the organization.
- Checking every price and production related documents, before it goes to the end user.
- Resolving all production, system related issues.
- Preparing, Checking and approving all the documents (quotation, production instruction, invoices etc.) prepared by the team.
- Training and mentoring of staff to ensure smooth adoption of new POS program.
- Follow up project status and assisting sales team with client enquiries.
- Reviewed and assessed ongoing operations, developing initiatives for continuous process improvement.
- Monitoring supply chain and managing all logistic functions of company.
- Ensuring all departments should operate in compliance with legal requirements.
- Reviewed documentation, such as invoices and shipping paperwork for accuracy and compliance.
- Coordinating the sales team by managing schedules, filing important documents and communicating relevant information.
- Enhanced operational success through effective staffing, strong training, adherence to company policy and well-timed customer service.
- Handle the processing of all orders with accuracy and timeliness.

Admin & Operations: (Aug-2016 to Feb-2018)

Tata Motors Finance Limited - Kerala, India.



- Organizing and Managing Files.
- Generating invoices and Payment Follow-ups.
- Client and Staff Coordination.
- Answering Call & Emailing.

- Problem Solving.
- Supply Management and Inventory Control.
- Analyzing Information.
- Administrative Writing Skills.
- Prepare Weekly, Monthly, and Quarterly Reports.
- Take Minutes During Meeting.
- Format Information for Internal and External communication, memos, emails, presentations, reports
- Oversee the Performance of other Clerical Staff.

Admin & Accounts: (Jun-2021 to Sep-2021)



Max value Consultancy Services Private Limited – Kerala, India.

- Issue Receipts for Cash and Cheques Received from Customer's Credit Card Payment Received Directly to the bank.
- Hand Over all Cash Receipt to the General Cashier with Receipt Copy.
- Develop and Maintain Manual and Computer Filling System and ensure that the files are properly named, catalogued and access is Restricted to Authorized Persons.
- Ensures that processed cheques are collected /dispatched to creditors and uncleared cheques in bank is kept to a minimum.
- Provide long term and short-term funds
- Provide business services to the customers.
- Payment of equivalent monthly installment
- Provide health insurance policy
- Provide vehicle insurance
- Handling Administration and Paper Work
- Problem Solving.
- Preparing and Presenting Staffing/Sales Reports.

Education:

- **Master of Commerce (Finance) - Jun 2015 to May 2016**
Mahatma Gandhi University, Kerala, India
- **Bachelor of Commerce (Computer) - Jun 2013 to May 2015**
Mahatma Gandhi University, Kerala, India
- **Bachelor of Commerce (Cooperation) - May 2017**
Mahatma Gandhi University, Kerala, India
- **Higher Secondary Certificate – June 2010 to April 2011**
NMHSS, Kolenchery, Kerala, India

Software Skills:

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| □ OS | : Windows 7,10, 11. |
| □ Software | : ERP Oracle 9.1 - JDE |
| □ MS-Office | : MS Excel, MS Word, MS Outlook. |

Declaration

I hereby declare that all the above stated details are true to the best of my knowledge.

ELBY ABRAHAM

