



Ahmer Saeed Khan

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UAE EXPERIENCE: 8+ Years

● PROFESSIONAL WORK SUMMARY

I started my professional career with 3M as a motivated trainer and Coordinator cum Admin which is a worldwide organization in the corporate sector after handling 13+ team members and successfully managing outlets and client relationships to drive revenue growth. I have built myself as a Production Coordinator at Cristal Plastic Industrial UAE. Prepare S.R. in SAP related to pet sheet plant items such as arranging raw and packing as per the production plan. Prepare production, material, reconciliation, and OEE (Over Equipment Efficiency) reports of the pet sheet plant. I always utilize my experience skills and dedication to contribute to the companies.

● Skills:

- SAP System MM Module S4 Hana.
- CRM System GATEWAY.
- ERP System Posibolt.
- Oracle System.
- MS Word and Excel knowledge.
- Communication Skills, Problem-Solving.

● WORK EXPERIENCE

SALES COORDINATOR

June 2023 – Nov 2024 Dubai, UAE
EURO NOVELTIES LLC

- Processed sales orders as per the LPO accurately and efficiently using the ERP System, ensuring correct pricing, discounts, and availability.
- Supported the sales team by generating sales reports, analyzing data, and preparing sales presentations or proposals.
- Coordinated with various departments, including logistics, inventory, and finance, to ensure smooth order fulfillment, timely delivery, and accurate invoicing.
- Manage inventory levels, perform stock transfers, and conduct cycle counts and physical inventory using the ERP System.
- Print invoice and DO as per the daily schedule and reschedule return orders.
- Prepare quotations answer emails to customers make changes if necessary & receive LPO.
- Update weekly Quotations and items alternate sheets share new prices incoming shipments and stock details every week with the sales team.
- Prepare daily packing and delivery schedules for the logistic team.

Jan 2018 – Jan 2022 ABU DHABI, UAE
CRISTAL PLASTIC INDUSTRIAL

PRODUCTION COORDINATOR

- Prepare S.R. related to sheet plant items and arrange raw and packing material as per the production plan.
- Manage physical inventory in the SAP System, check Material transfer movement & prepare Salvage in the SAP System.
- Prepare production, material, reconciliation, and OEE (Over Equipment Efficiency) reports of sheet plant.
- Perform stock audit at the end of each month.

Nov-2012 – Nov 2017 Dubai, UAE

COORDINATOR CUM ADMIN

Our Car Auto Accessories Fixing 3M Window Film (Dubai Mall)

- Monitor and develop the sales team by training new employees, providing direction, and maintaining control.
- Excellent organizational and time-management skills.
- To provide excellent customer service, greet shoppers, assess their needs, and help them find and purchase products.
- I aim to maintain compliance and identify opportunities for enhancing sales effectiveness and efficiency.
- I assist the sales team with resolving complex issues and warranty complaints.
- Handle cash and maintain a cash file in Excel every day. Perform stock audits at the end of each month.

● **EDUCATION**

2013 Pakistan
INTERMEDIATE **Board of Intermediate**

● **LANGUAGE SKILLS**

Language (s): **URDU – ENGLISH - HINDI**

● **PERSONAL DETAIL**

- Nationality: Pakistan
- Marital Status: Married
- Passport No: US4121123
- Visa Status: 07-months Valid Freelance with NOC