



# SHEMIR ALI

Sales Coordinator

## CONTACT

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## SKILLS

- Customer service
- Microsoft office
- Product knowledge
- Vendor interaction
- Communication skills
- Goods delivery
- Inventory
- Invoicing

## ADDITIONAL INFORMATION

- Name: SHEMIR ALI
- Father's Name: Ali
- Religion: Islam
- Nationality : Indian
- Marital Status: Married
- Driving License: Saudi & Indian
- Gender: Male
- Birth: 15/03/1978

## PROFESSIONAL SUMMERY

Experienced sales coordinator and warehouse coordinator bringing 17 years of related experience in a medical device trading Company manufactured by COOK Medical Co, Ireland. Familiar with customer relation and vendor management, and keen to bring knowledge to support business and customer needs.

## WORK EXPERINCE

04-2012 TO 12-2018

Sales Coordinator

NAFA Medical Co. Riyadh- KSA

### Duties and Responsibilities

- Coordinate sales team by managing schedules, filing important documents communicating important information
- Responding to sales queries via phone, e-mail and in writing.
- preparing detailed quotations and working closely with an established sales team on their requirement
- Tracking sales orders to ensure that they are scheduled and sent out on time.
- To attend calls from customer and receive incoming inquiry by fax and email from customer
- Ordering and ensuring the delivery of goods to customers.
- Work with Finance Team to ensure Data Available for sales Analysis Coordination and records
- To liaise with existing customers on their ongoing requirements
- Handle the processing of all orders with accuracy and timeliness
- Inform clients of unforeseen delays or problems
- Maintain invoice files and reports as required.
- Discussing and resolved issues regarding delayed delivery dates.
- Highlighting products in Danger of expiring
- Completing the administrative needs of the Sales Department.
- Monitor the team's progress, identify shortcomings and propose improvements
- Store and sort financial and non-financial data in electronic form and present reports
- Respond to complaints from customers and give after-sales support when requested
- Assist sales representatives and managers as needed with other clerical duties such as typing invoices or proposals
- Maintain and grow an active account list of clients that can be served via email and phone

## **Warehouse Coordinator**

**First Focus (medical) Co. Riyadh- KSA**

**01-2019 TO 12-2019**

### **Duties and Responsibilities**

- Receive merchandize and count it physically and electronically in order to ensure accuracy of information
- Inspect the quality of the products and report the discrepancies to store manager / assistant store manager about damaged products
- Classify and stock the products in the stock room as per the store procedures to ensure quick availability of the product
- Tag the newly arrived stock and / or return the products as per the instruction of senior
- Assist the sales staff in replenishing stocks on the shelves in order to ensure availability of products at all times
- Ensure awareness and vigilance at all times of security in the store without any negligence
- Flexible to work for extended hours during the Sale / Festival period
- Send the receipt with invoice copy to customer for collection of payment..
- Record the inventory inward / outward and maintain the report of the same
- Check for missing price tags and report the same
- Assist during Stock Take processes
- Documents actions by completing forms reports logs and records maintaining databases
- Write lot no and expiry date in each box •
- Provide support in pick-up and delivery of products according to customer orders.
- Plan and coordinate product delivery activities to ensure accurate and timely deliveries to customers.
- The courier services is required make booking for delivery.
- Monitors inventory by completing counts as required
- Contact customers to confirm delivery date and address.
- Keep complete registered products list, SFDA certificate, Baladiya certificate and GOSI certificates in warehouse.
- Inspect incoming inventory and equipment for quality before storing or rerouting

## **WORK EXPERINCE**

### **Commercial Assistant**

**NAFA Medical Co. Riyadh- KSA**

**12-2001 TO 12-2009**

- Recommend and display items that match customer needs
  - Maintain accurate sales records and prepare weekly as well as monthly sales reports
  - Assumes and completes other duties as assigned by store management.
  - Satisfactorily completes all duties as assigned by management
  - Make schedule for each delivery for SGH tender
  - Handled light accounting duties of Co.
  - Worked directly with sales dept. and customer account dept.
  - Provides customers with current relevant product information and encourages them to purchase
  - Supported Chief Operating Officer with daily operational functions.
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## **WORK EXPERINCE**

### **Document controller/Material Controller**

**NAFA Medical Co. Riyadh- KSA**

**01-2010 TO 03-2012**

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- Ensure the proper documents are created and signed.
  - Verify the all data is accurate and that documents are stored.
  - Check backed up and any retention policies are followed.
  - Collects, maintains and distributes all documents necessary to define product configuration.
  - Control manufacturing processes that insure conformance to customer requirements.
  - Develops and maintains a comprehensive filing system and computer database for all documents.
  - Regularly communicate with internal and external business partners.
  - Review and distribute production and shipping schedules •
  - Check with department managers to gauge progress, inventory levels and production issues •
  - Must examine materials for compliance with purchasing and storage issues and document any exceptions.
  - Communicating with different departments and helping meet production schedules •
  - Must be knowledgeable about the inventory and materials they handle.
  - Keeping materials organized and accounted.