



# ABDULRAOOF ABDULRAZACK

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## Objective

Targeting assignments of Coordinator (Support Assistant) - Logistics, Warehouse Operation, Inventory, Sales & Purchase, Customs Clearance, Facility Management, HR Operation, General Administration with a leading organization that provide excellent opportunity for learning & Professional growth where my knowledge skill & work experience could be utilize in the most productive, Innovative & resourceful manner.

## Experience

- Al Qassemiya Group (Women Modern Wears) - Riyadh, Saudi Arabia** Jun 2020 - May 2022  
Logistics Brand Support Admin  
Coordinate with Suppliers about Branding, Selection, Order Correction, Size confirmation, Placing Orders, Production, Photoshoot, Shipping Arrangements, Invoice approvals, Clearance, Recieving, Storing, Fullfilment, Dispatch, Visa Arrangements, Search Seasonal Styles, Find new Manufacturer and making Production Deal etc.
- Fetchr (Logistics Co.) - Riyadh, Saudi Arabia** May 2017 - May 2020  
HR & Admin Associate  
Recruitment, Onboarding process, Sponsorship, Medical Insurance, Time sheet, Payroll, EOS calculation, Guiding HR policy, Monitoring Leave Balance, Issuing Circular, Taking Disciplinary Steps & actions, Warning letter, Appreciation Letters,
- MarkaVIP (E-commerce)** Jan 2015 - Apr 2017  
HR Associate cum Payroll Officer  
Responsible for Payroll, Personal file Documentation, Timesheet, OT & Bonus calculation, EOS calculation, Coordination between Sponsor Office & PRO legal matters of Manangement & Employees, Assist Government Payment, Validate Expenses and Invoices, Assist sponsorship and Government payments.
- IBSA Institute Biochemique SA (Pharmaceutical Co.)** Feb 2009 - Dec 2014  
Admin Assistant  
Point of Contact both Employers and Customers, Guest Management, Reservations, Enquire Visa application & Submission, Organize Meeting & Events, Support to find Cooperate rates from Service Providers, Request Quotations, Letter Drafting, Taking Minutes, Assist Office Maintenance and Supplies.

## Education

- University of Calicut**  
Bachelor Degree in Commerce 2005
- Board of Higher Secondary Examination**  
Plus Two Commerce (Pre University) 2002
- Board of Secondary School Examination**  
SSLC 2000

## Skills

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- Ms Office ( Word, Excel, PowerPoint, Outlook Express), Spreadsheet, HR Menaltech, Tally, Shopify, Quood, Trello, Slack, Good in English Typing

## Achievements & Awards

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- Dedication Award - Fetchr, KSA - HR Team for the year 2018
- Best Performance - IBSA Institute Biochemique SA for the Year 2014

## Languages

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- English, Malayalam, Arabic, Tamil & Hindi (working knowledge),

## Personal Details

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- Date of Birth : 05/08/1983
- Marital Status : Married
- Nationality : Indian
- Visa Status : Visit (180 days)

## Reference

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- **Amin Salman - "MarkaVIP"**  
HR Manager  
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- **Dr. Reda Abdelmohsen - "IBSA Institute Biochemique SA "**  
Country Manager  
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