

## NAHAS AN

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Dubai UAE



### Objective

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.



### Experience

#### Aludecor Lamination Pvt Ltd

February 2022 - October 2022

Sales Coordinator in SCM Department

- Sales Team coordination
- Warehouse stock handling
- Sales order entry in SAP
- Billing in SAP
- E invoicing and E Way billing
- Interbranch stock transfer works
- Coordinating with dealers for proper material movement
- Transport coordination work

#### Saud Bahwan Automotive LLC-Oman

February 2020 - February 2022

Logistics Coordinator

- Preparing daily reports of vehicle transfer
- Arranging of trailers for shifting vehicle from Freezone to Freezone
- Trip allowance updation in AS400
- Maintaining of Daily trip data
- Container clearance documentation works
- Collection of Delivery Orders of Containers
- Applying for Cargo Release Order from Port
- Customs duty payment works
- Interbranch Vehicle transfer

#### Kochi Marriott Hotel

September 2018 - January 2020

Engineering Department Coordinator

- Work order preparing
- Vendors bill coordination
- Petty cash handling
- Department administration works
- Supporting HOD for reports preparing
- Attendance updation of Staffs
- Files, Racks arrangements
- AMC renewals



## **Kalliyath TMT Steel Group**

*2014 - 2018*

Sales Coordinator and Account Assistant

- Sales Team coordination
- Orders coordination
- Daily receipts and Payment entry in Tally
- General Accounting works
- Bank reconciliation
- Sales team review Meeting Coordination
- Assisting to Marketing Manager
- Sales data maintaining in Excel



## **Education**



**Mahatma Gandhi University, Kottayam, Kerala India**

*2014*

Bachelor's of Commerce with Taxation



**Kerala State**

Higher Secondary Commerce



## **Skills**



Sales Coordination



Logistics Coordination



Administration



Tally



SAP



MS office tools



AS400



Team Work



Stock Management



Quick Learning



## **Languages**



English



Hindi



Arabic



Malayalam