



MOHAMMED RILWAN

A multi-faceted and Hardworking professional-targeting opportunities in Logistics & supply chain Management/warehouse operations/ Office Management/Procurement/Business Development and Customer service roles with an organization of high repute. Always striving to go the extra mile in order to achieve the set goal.

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Dubai

EDUCATION

MASTER'S DEGREE: MBA University of Northampton

September 2011 – September 2012

Thesis: Marketing and Branding:

Customer preference on branded products and non-branded products

BACHELOR'S DEGREE: BBA University of Madras

June 2006 – June 2009

Thesis: Employee satisfaction

EXPERTISE

Project Management

Business Relations

Contract Negotiation

Risk Management

IT Applications

Strategic Planning

TECHNICAL SKILLS

Microsoft Office

Microsoft Power Point

Adobe Photoshop

QuickBooks Accounting

CERTIFICATION

Tally 9

Certified Air cargo handler from

IATA, Chennai

KEY COMPETENCIES

Complex Logistical movements

Effective Resource management

Warehouse management System

Customer Service Handling

Transportation & Material handling

Risk management

PERSONAL DETAILS

Date of Birth: 17th March 1989

Nationality: Indian

Marital Status: Married

Visa Status: Partner visa UAE

(November 2020 – November 2023)

Driving License: United Kingdom, India

LANGUAGE SKILLS

ENGLISH, TAMIL, MALAYALAM

References

Available on Request

EXPERIENCE

Procurement and Admin Officer – AL Muzdahir International Trade LLC (DUBAI, UAE) (May 2020 - PRESENT)

- Responsible for product identification and procurement of wholesale used laptops.
- Managing all client relationships of wholesale and retail sales in Laptops and desktops.
- Responsible for the accounts receivable, accounts payable, customer service, and inventory.
- Responsible for ordering supplies, maintaining and scheduling daily pick up schedule.
- Monitor and maintain stocks through QuickBooks accounting software
- Handled cash on a daily basis, details to keeping track of daily deliveries.
- Worked closely with the customer and vendors on a daily basis.
- Served as the person primarily responsible for ensuring all work is timely, efficient and meets or exceeds the expectation of the company
- Worked effectively under pressure caused by emergencies, last minute schedule changes and multiple tasking.
- Controlling the purchasing budget and maintain Inventory Control
- Handling Logistics operations and Monitoring delivery times to ensure they are on time

Fleet Supervisor – Yaa Raheem transports, OOTY, INDIA (Jan2016 – May2020)

- Leading and motivating the entire transport team and responsible for looking after 10 vehicles which run on a 24-hour basis.
- Supervising warehouse staff and daily activities tracking and coordinating the receipt, storage and timely delivery of cargo.
- Providing customers with excellent and competitive rates while ensuring all requirements are met.
- Responsible for all of the dispatching, routing, and tracking of delivery vehicles.
- Making sure that all transport fleet vehicles are properly maintained and serviced.
- Administers operational procedures for activities, such as verification of incoming and outgoing shipments and keeping warehouse inventory control
- **Conflict Resolution** - Responsible for handling customer account inquiries, accurately providing information to ensure resolution of product/service complaints and customer satisfaction.

Logistics Co-Ordinator (Warehouse) –Royal Mail, Distribution mail center, Northampton, ENGLAND(January 2013– January 2016)

- Handled End to End operations like Receiving, processing, sorting and dispatching of letters and packets in the warehouse
- Supervised a team of over 20 people on packets sorting line in the warehouse
- Work with employees on daily operations of loading and unloading trailers
- Keeping detailed records of all incoming packages, including weight and dimensions.
- Train new hires and retrain current staff in safe work methods
- Ensuring Health & Safety policy and procedures and conduct is maintained.
- Staff Management - Return to work interviews completed on day of return.
- Led associate focus groups and meetings to obtain suggestions, address concerns or issues and foster positive relations among team members and management.