

ABDULLA BIN AZAN.

Dubai, U.A.E

abdullaopmanager@gmail.com

00971551728119

OBJECTIVE

Ambitious project manager with experience in business development, logistics, sales, and project coordination across national borders. Responsibilities vary by industry but can include the planning and coordination of daily operations, organizational policies, and human resources.

EXPERIENCE

Shokri Hassan Trading Company L.L.C

2017 - 2023 (6 years experience)

Logistic Operation Manager/ Sales Admin

- 1) Manage The Company's Logistics Operations Through Land, Sea, And Air
Freight includes Organizing Quotations, Comparing Quotations, And Getting Approval From The Sales Director Team.
- 2) Managing Containers In Bulk And Maintaining Space To Offload Big Volumes Of Containers.
- 3) Managing Claims Relating To Cargo. For Example Shortages Of Cargo, Damages, Quality Claims, Etc. With Suppliers (Conducting A Third-party Survey Between Buyer And Supplier for Negotiation), Thus Resulting In Damage Shrinkage Of Goods.
- 4) Quotation To Suppliers On A Daily And Weekly Basis Depending On The Change In Prices And Demand For Products In The Market.
- 5) Makes The Goods Arrival Intimation Of Air, Land, Sea Shipments, And Containers In **Erp Software** Make Approval Of Goods In Software By Making Goods Receipts Notes & Manage The Branch Purchase Order in & out.
- 6) Follow Up Inventory Daily In **Erp Software** To Get Goods Inventory Reports To Provide The Sales Team To Get The Exact Goods Present For The Head In the next Order.
- 7) Clears The Credit Invoice Documents of The Accounts Receivable From Consumers, and Ensures The Central Receiving Seal Is Stamped For Submission To The Bank Including the Control List. Clear Pending (Lpo & Grn) From Suppliers For The Accounts Payable Team. Clear The Pending Invoices.
- 8) Provide To The General Manager Confidential, Archiving Reports Of Credit, And Cash Sales, Including (Expense Bill Journal And Petty Cash Reports Daily).
- 9) Perform Managerial Economics And Financial Analysis Perform For Operation Cost Reduction And Efficient Profit.
- 10) Carry Out Swot Analysis (Strength Weakness Opportunity And Threats) So, We Can Match The Market Competition.
- 11) Daily Physical Inventory Checks And Rotates The Stock In the Market By Co-ordinating With Sales Department Clear The Stock Before It Gets Damaged, Thus Resulting In Efficient Sales, Reporting To General Manager If Goods Get Bulk damaged.
- 12) Managed sales operations and distribution network across the U.A.E region by dealing with Customers. Achieved sales targets by 20% through effective planning and execution.
- 13) Manpower Planning Which Consists Of Putting The Right Number Of People, The Right Kind Of People At The Right Place Results In Less Manpower, Low Expenses, And Labor Costs And Maximize Profit In the Project.



PERSONAL DETAILS

Date of Birth : 22/05/1993

Marital Status : Single

Nationality : India

Religion : Islam

Passport : N0578929

Gender : Male

Driving Licence : Lmv-Automatic

Place : Hyderabad India

SKILLS

Erp Software



Microsoft Excel



Microsoft Word



Microsoft Powerpoint.



Auto-Cad



Revit Mep



LANGUAGES

English - Advance

Hindi - Native

Urdu - Native

Arabic - Basic

Telugu - Intermediate

INTERESTS

Business Books

Novels

Biographies

Browsing

Petro Serv (India)

2015 - 2017 (2 Years Of Experience)

Procurement Executive/ Engineer

- 1) Purchase of Mechanical Equipment, Drilling Equipment, Valves, and Pump required for Oil & Gas project.
- 2) MEP purchase Items example (GI Sheet, Ducts, FCU, Insulation Material, etc, and makes records in excel and provide it to the Head office.

EDUCATION**JNTU-HYDERABAD**

2015

Bachelor Technology in Mechanical Engineer

First Class With Distinction

Board Of Secondary Education

2011

Intermediate

First class With Distinction

PROJECTS**B&S Dmcc World Supply (2017 - 2021)****Operation Head (Sales & Procurement)**

- 1) Procurement and sales of the goods and handling the operation by supplying the demand for the product to the (NATO Army in Afghanistan).
- 2) Provide the company manpower in the operation and maintain the efficient profit
Supplied goods to (US Army Dynacorp Force), US Embassy in Afghanistan, Svp Army the goods needed with the highly efficient QA/QC Product and fulfill the demand.
- 3) Inventory and branch transfer out of air, sea and land cargo and makes claim of damage cargo etc.

Petro-Serv (2015 - 2017)**Procurement/Sales Engineer**

- 1) Purchase of Valves, Drilling Tools, Oil and Gas centrifugal pump, etc
- 2) Purchase management of FCU, Ducts of GI, and Insolation Material Required in MEP Project in oil & gas.
- 3) Supplies the Purchase items as per demand to the department.

DECLARATION

I declare that the above-mentioned information is true to the best of my knowledge and skill. Necessary documents will be produced as per the requirement

(ABDULLA BIN AZAN)

Sports

Travelling

Explore New Places

PROFESSIONAL SKILLS

Decision Making

Project Management

Customer Retention

Lead Generation

Strategic planning

Data analysis