



CONTACT ME

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CERTIFICATIONS & COURSES

Freelancing (12/2022) DigiSkills.pk
Google Ads Display Certification (11/2022) Skillshop
Fundamentals of digital marketing (11/2022) Google Digital Garage
Introduction To Product Management (09/2021) Upgrad
Purchasing Foundations (05/2021) LinkedIn
Supply Chain and Operations Management (06/2021) LinkedIn
SAP Business One: Production and Logistics (05/2021) LinkedIn
SAP ERP: Beyond the Basics (05/2021) LinkedIn
Critical Thinking and Problem Solving (06/2021) LinkedIn
Excel 2010: Advanced Formulas and Functions (06/2021) LinkedIn
Excel 2016 Essential Training (06/2016) LinkedIn
WordPress 5 Essential Training: Site Administration (06/2021) LinkedIn
WordPress 5 Essential Training (06/2021) LinkedIn
WordPress.com Essential Training (06/2021) LinkedIn
Photoshop 2021 Essential Training: The Basics (06/2021) LinkedIn
Word Essential Training (Office 365) (05/2021) LinkedIn

Mahroofkhan

(On Notice Period-Last Day on 30/04/2023)

Business Management Professional

Experienced logistics & Business management professional seeking employment with reputable organization where my skills and training can be a positive contribution to company. MBA Graduate with 12+ years of experience in multiple industries & Specializes in Trading, 3pl Logistics, MEP & HVAC companies.

WORK EXPERIENCE

Purchasing Representative

AL IMRAN A/C SPARE PARTS LLC



Import Export Trading of HVAC Equipment's & Devices

Roles & Tasks

(11/2019 - 04/2023) Deira, Dubai, UAE

- Preparation of Purchase order, Proforma Invoice, Export Tax Invoice, Packing list, Certificate of Origin Chamber & MOE, Import Permits (MOCCE, ESMA, FANR), Quota, Cargo X, Customs Exit Papers, D/A & D/P Documents. Track & Monitor shipments.
- Maintains the purchasing departments administrative records and data's in a shared files, like Artworks, COC, MSDS, Analysis Reports, Goods in transit, Goods in Orders & Productions, Goods available at China warehouse, Goods in transit from factories to China Warehouse. Reconcile GRN with PO.
- Negotiates With Local Logistics Service Providers for Ocean freights LCL & FCL, Cross Stuffing's, Re-exports, BL Switching & Amending Bill of lading.
- Arranging For Delivery Orders Collections, Customs Clearance, Acceptance Letters, Couriers, Attestations MOFA, Consulates, SOC iso Tanks/Container Returns.
- Control & Maintain Stock Levels and Place Orders. Remind Accounts Departments with Payment Preference Order & Due's. Vendor management & Price Negotiations.
- Being main point of contact between China Office & Dubai Warehouse, Dubai Outlets and provides them necessary supports.
- Supporting the Purchasing Manager & Finance Manager in all elements of administration to ensure its smooth running and functioning.

Contact: Ms. Aliyah (Purchasing Manager) - +971558143952

Inventory Controller

TUJUSAMA HARDWARE SDN BHD



Building Materials Wholesale Trading & E-Commerce

Roles & Tasks

(03/2018 - 04/2019) Bangi, Kajang, Malaysia

- Calculate EOQ/Optimal Order Quantity for each stocks With & Without Back Orders. Effects of lead time., Determine Re Order Level, Calculate Reorder Quantity.
- Oversee inventory and supply chain management according to company guidelines. Keep updated inventory records (including daily shipments.)
- Respond to sales inquiries and Prepare Local purchase orders; collect and analyze data to determine appropriate order quantities; process orders for shipment. Placing orders to replenish merchandise as needed. Ensure purchases do not exceed budget.
- Maintain updated and accurate records of inventory, including transfers and cycle counts.
- Develop and implement improvements to existing operational procedures in order to maximize efficiency and cut operations costs.
- Track rates of accuracy, purchase and return as well as defective items to inform management.
- Forecasting supply and demand to prevent overstocking and running out-of-stock (OOS).

Contact: Mr. Shukri-(Operation Manager) - +601164145004

Business Development Executive

DGL FREIGHT SDN BHD



3PL Logistics Service Provider

Roles & Tasks

(12/2016 - 01/2018) Bangi, Kajang, Malaysia

- Cold calling.
- Identify clients for import and export with opportunities for business development
- Initiate business relationship through LCL, FCL, NVOCC, RORO, ATA CARNET, Airshipment and Transshipment.
- Manage marketing data using applicable sales management systems and tools to maximize efficiency and analyze data/marketing activity on a weekly basis..

Contact: Mr. Azam-(Business Development Manager) - +60149094209

EDUCATION

Master of Business Administration


Alagappa University, Karaikudi
(02/2011 - 05/2013)
Karaikudi, Tamilnadu, India

Bachelor of Commerce

The New College, University of Madras
(04/2007 - 04/2010)
Chennai, Tamilnadu, India

SKILLS


Flexibility and Adaptability 

Prioritizing 


Logical Reasoning 


Time-management 

Relationship Building 

Detail Spotting 

Judgement and decision making 

Inventory management 

Multi tasking strength 

Operation analysis 

Customer services 

LANGUAGES

English 

Tamil 

Hindi 

Malay 

PART TIME & FREELANCE

Order Processing Clerk (3 months)

[QQ Acquatics](#)

Outdoor Sales (2 months)

[G&L Trading Sdn Bhd](#)

Cashier & Waiter (1 year)

[Restaurant NasiKandar](#)

[Shajarah](#)

Shop Sales Assistant (6 months)

[New Vaira Maligai](#)

Ocational Uber Driver

Logistics & Operation Assistant

SASA AIRCARGO EXPRESS SDN BHD

Air & Sea Freight Forwarding & adhoc Logistics Services



Roles & Tasks (05/2013 - 06/2016) **Shahalam, Selangor, Malaysia**

- Assist in freight forwarding activities (Import-Receiving Original Documents From Clients & Collecting Do's & For Export-Packing, loading, Cross-Stuffing Etc.
- Provide support to manager & director while Take survey for house & Office Shifting Projects.
- Consolidate loads with a common destination to reduce costs to individual shippers.
- Manage Schedules for Pickups & Delivery of Goods. Maintain Lorry & Drivers Trip Records, Drivers AirPort & Seaport Passes, Vehicle's Passes, Vehicles PUSPAKOM (Inspection) Reports. GPS Reports Bonded Trucks Licenses, Bank Guarantees. Customers Master Data Files Etc..
- Maintain & Manage Subscriptions of business Profiles such as MATRADE, SKK, NORTHPORT, WESTPORT, Airlines user profiles (similar like Dnata Calogi), TRADENET Singapore, Shipping Lines Etc.,
- Booking For Fumigations & Lashings. Arranging Unskilled Labors For Cross-Stuffing & Shifting Jobs. Provide Support for Warehouse Assistant to Count & Calculate, Wrapping Etc.,
- Preparing Quotations, Provide Support for First Time importers about duties, regulations, etc. By refers with Customs Department Operation code books. Co-ordinate With hauliers For Laden & Empty Delivery & Pickup.
- Work in partnership with most Valuable Key Clients Such as Chopard, AirAsia, Jebson & Jebson, Triangle, Midas Utara, Altec Industries, Connect plus, Frazers, Bovet Services Etc.,

Contact: Mr. Lokman Hakim (Operation Manager) - +60162030907

Sales Associate Cum Accountant

SUBUHATH ENTERPRISE (KEDAI WAHAB)



Retail & Wholesale Trading of School Uniform

Roles & Tasks (05/2011 - 04/2013) **B.M, Penang, Malaysia**

- Managing the POS & Bar codes system, creating Barcodes & Labling. Record Purchases, Prepares credit Sales Invoices. Monitor stock levels and Re-order as when required.
- Deposit Daily Cash Sales Into Bank Account, Prepare Payment vouchers & Cheques For Suppliers.
- Operating cash registers, managing financial transactions, and balancing drawers & Card Swipe Machines. Follow Up For Due Payments. Support month-end and year-end close process. Analyze sales and revenue reports and make forecasts.
- Greeting customers, responding to questions, improving engagement with merchandise and providing outstanding customer service. Introducing promotions and opportunities to customers.
- Cross-selling products to increase purchase amounts.
- Provide Translation Support Between Customer and Our Tailors.
- Manage & Organize Over all store operations and allocate responsibilities to Personnel.

Contact: Mr. Subuhath Ali (Proprietor) - +60164573081

PERSONAL INFO

Nationality: India

Marital Status: Married

Date of Birth: 04/01/1990

Passport Number: S0565305

Employment Visa valid until: 19/01/2024

Driving Licenses: LMV-Automatic (Dubai)

Malaysia & India Have for both 2 & 4 wheelers.

Resume Dated:

Notice Period: One Month