

MOHAMMED ZAFAR

Mobile:

+971586291936(U.A.E.)

+91-9164483580 (INDIA)

E-mail: **md.zeeshu888@gmail.com**



PROFESSIONAL ABRIDGEMENT

A Dynamic Professional with nearly 4 years of rich experience as Store Manager and documentation controller.
Present assignment with **WINDSOR APPARELS PETER ENGLAND**

ROLES & RESPONSIBILITIES:

- Developing store strategies to raise customers' pool, expand store traffic and optimize profitability.
- Meeting sales goals by training, motivating, mentoring, and providing feedback to store staff.
- Playing key role in negotiating with customers on the submitted offers and winning the order.
- Register new product range with Key customers.
- Maintaining statistical and financial records.
- Overseeing pricing and stock control.
- Ensuring high levels of customers satisfaction through excellent service.
- Dealing with customer queries and complaints.
- Stock auditing.
- Selection of stock from warehouse.
- Training, supervising and appraising staff.
- Timely updating the Sales and Purchase records.
- Daily Banking duties.
- Managing budgets.
- Liaising with head office.

CAREER CONTOUR

Since September 2014 – 2017 at ASDOOD GENERAL TRADING JLT.
At DUBAI (U.A.E) As DOCUMENTS CONTROLLER

Since July 2012 – 2014 at Lead Ventures (Nestle India Ltd,). At Bangalore, Karnataka (India)
As COMPUTER OPERATER – BILLING SECTION

Apr '11 – Jun '12 - Prime marketing (Cadbury India Ltd,). At Tiptur, as Operations Executive.

PROFESSIONAL SUMMARY - ASDOOD GENERAL TRADING JLT

ROLES & RESPONSIBILITIES:

- Preparing Sale/Purchase contract with the buyers/suppliers and follow-up for establishment of deal.
- Preparing tenders, technical proposals, technical submittal, estimations & quotations to clients by online portal as well as by emails.

- Playing key role in negotiating with customers on the submitted offers and winning the order.
- Arranging for pre-inspection of the cargo and obtaining necessary pre-inspection certification (PSIC).
- Verifying the BL drafts upon receiving and informing for any corrections to be carried out.
- Preparing export trade documents like Invoice Packing list, COO etc.
- Forwarding copies of Non-Negotiable shipping documents to the buyer.
- Register new product range with Key accounts.
- Assisting sales manager for the technical PPT's, marketing letters, promotions, updating reports, minutes of meeting, seminars, exhibitions etc.
- Playing key role for the project documentation & submission, pre-inspection meetings, handling the inspections, updating the reports.
- Keeping records of ISO 9001 documentations, maintaining the files for the internal & external audit.
- Order execution, right from the order acknowledgement to the clients, placing the orders overseas and locally, negotiating with suppliers, following up on the forward delivery orders, updating the deliveries to clients, delivering the goods to the customer on time, submitting all related certificates & documents.
- Communicating with client for the GRN and submission of the invoices on time.
- Following up for outstanding payments assuring receivables on time, with intervention of Finance & Sales Manager for any issue.
- Updating Key Accounts dossier for sales manager, like client database, upcoming projects, shut down plans, potential quotation file for client meetings and follows up.
- Coordinating with workshop manager for on-time delivery to client.
- Coordinating with site manager for site jobs, job completion reports & submission of project invoices on time.

PROFESSIONAL SUMMARY - Lead Ventures (Nestle India Ltd,)

Lead Ventures (Nestle India Ltd,) as Computer Operator (Billing section) based at **Bangalore, Karnataka (India)** with key responsibilities to prepare all Documents, managing and analyzing business activities, Handling Banking Activities, Customer Support.

CORE COMPETENCIES

Documentation

- Billing section.
- Preparation of all other bank related documents.
- Documentation on Sales return and claim.

Banks Monitoring

- Regular visit to all the banks regarding inflow and outflow of the funds.
- Close monitoring of the cash related activities in the banks.

Data Handling

- Compiling monthly sales report and critically analyze the figures from past.
- Managing inward & outward communication.
- Compiling monthly sales, dispatch and order details and making out the comparative analysis.

Co-ordination

- Coordinating with all buyers & supplier for inflow & outflow of the goods.
- Handling, managing, and resolving all the issues which occurs in between the transaction of the material.
- Ensuring proper delivery of the goods at the destination.
- Acting as a linking pin between buyer/supplier and the company.
- Motivating and training subordinates for effective and efficient working of the company.

PROFESSIONAL SUMMARY - Prime marketing (Cadbury India Ltd,)

Prime marketing (Cadbury India Ltd,). At Tiptur as **Executive Operations**.

CORE COMPETENCIES**Co-ordination & Data Handling**

- Coordinating with all the departments of the company for the smooth flow of the work.
- Handling the top end customers of the company regarding any issue if they are facing.
- Instructing and guiding for the timely completion of work.

EDUCATIONAL QUALIFICATION

Degree/ Std	Board/University	Year of Passing
10 th	Karnataka State Board.	2009
10+2(PUC)	Karnataka open university	2011
BBM	Karnataka open university	2012-2014

SOFTWARE EXPERTISE:

Operating System : (ERP of WINDSOR APPARELS PETER ENGLAND),
(ERP of Nestle India Ltd), (ERP of Cadbury India Ltd)

Productivity Suite : MS-Office (Word, Excel, PowerPoint).

About Myself

- Proactive thinking.
- Good analytical and troubleshooting skills
- Excellent inter-personal and communication skills with the ability to deal with users at all levels in an organization.
- Ability to meet deadlines and work well under pressure.
- Strong motivation to learn new technologies.
- Excellent Problem Solving Skills.

PERSONAL FORTE

NAME	MOHAMMED ZAFAR
DATE OF BIRTH	02-02-1994
ADDRESS	#489 Shankar Road Tiptur, Tumkur District, Karnataka(India) 572201
CONTACT DETAILS	+971586291936 (UAE) +91- 9164483580 (INDIA)
NATIONALITY	Indian
MARITAL STATUS	Married
RELIGION	Islam
LANGUAGE	English/Hindi/Kannada
PASSPORT NO.	L8626265 Exp. date. 05/04/2024

I hereby declare that all the statements made above are true, complete, and correct to the best of my knowledge.

Yours Faithfully

Place: Dubai, U.A.E.

(MOHAMMED ZAFAR)