



MOHAMMAD SALEEM AKHTER

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Career Objective:-

Seeking senior level assignments in the domain of operation taking orders from customer prepared invoicing & Logistics, Warehouse and supply chain Management with an organization of repute. Preferable in Food industry/ FMCG.

Education Qualification:-

- Bachelor's from C.S.J.M University in 2007
- **One Year Diploma in Computer Application (D.C.A.) & Desk Top Publishing (D.T.P.)**
From NCPUL & DOEACC Centre, Ministry of Human Resources Development (Department of Secondary & Higher Education), Government of India New Delhi In 2004-2005

Experience:-

- I. **1 Years' worked Silal Food & Technology L.L.C, Dubai. in as Logistics Coordinator.**

Duty and Responsibilities:

- Assisted in the planning and execution of logistics strategies to optimize supply chain operations.
- Monitored shipment progress, resolved discrepancies, and communicated updates to stakeholders.
- Processed and tracked purchase orders and shipping documentation.
- Coordinated with warehouse staff to ensure timely and accurate order fulfillment.
- Supported the logistics team in tracking and managing vehicle & drivers' movement.
- Assisted in preparing shipping documentation and coordinating transportation.

- Conducted data entry and analysis to support logistics planning and reporting.
- Well known using logistics software (Optimo route)
- Process and track customer orders from receipt to delivery addressing and issues that arise and ensuring accurate fulfillment.
- Establish and maintain relationships with suppliers and vendors, negotiate terms, and ensure compliance with contracts.
- Local transportation arrangements, select carriers, and manage local schedules to optimize delivery efficiency and cost.

II. **8 Years' worked in Barakat Group of Co. (L.L.C.), Dubai. In (HORECA) as Sales Assistance & Logistics Assistance.**

III. **1 Years' worked Farmers Finest Vegetable & Fruits Trading Co. (L.L.C.), Dubai. in (HORECA) as Operation supervisor & Logistics Assistance.**

IV. **1 Years' worked at Farzana Trading Co. (L.L.C.), Dubai. in (HORECA) as Operation supervisor & Logistics Assistance.**

➤ In Operation Duties:-

- Receive Local Purchase Orders (LPOs) from Customer, sales team and arrange deliveries accordingly, coordinating with 3 warehouse, delivery team and sales team.
- Handling Premium Customers like (Emirates Flight Catering & complete Sheikh Places. (The Rulers Court, Hotels & restaurants.
- Light manual work, taking order by Phone.
- Invoice new Sales Orders - strong computer skills.
- Issue Local Purchase Orders to local suppliers for non-stock items.
- Replenish stocks in Warehouse, and ensure a neat and tidy is kept at all times
- Manage stock take of All warehouses.
- Assist with telephone / customer service efficiently administered all the outgoing vehicles to confirm that they were packed properly and loaded as per the RTA rules and regulations.
- Monitored the all delivery going on time to time by operations.
- Followed up with the Customer for Balance Items after the First Delivery.
- Receiving Items coming from local market & our Shipment.
- Checked goods are good quality or not.
- Preparing LPO. After goods received.
- Follow up our shipments in transit.
- Maintaining store stock.
- Preparing weekly and monthly Consolidated invoices.
- Responsible for making shipment arrangement as per customer's requirements.
- Assigned the tasks of handling customer complaint and implementing corrective action.
- Responsible for communicating with customers on daily requirement and orders.
- Performed any duties related to logistics and supply operations.

Areas Of Interest

To identify areas for productivity gain and continual improvement in operation & Logistics.

- To develop receiving contingency plans and carry out methodologies and tools to enable effective execution of operations.
- Ability to prepare additional training to achieve high working standards
- Resource Allocation
- Cost Control
- To play an active role in planning and managing special operations.

Skills & Abilities

I am bestowed with:

- Good communication skills, language and grasping power.
- Very flexible team player.
- Proficient with Focus-7, Etra++, Microsoft Word, Excel and PowerPoint.
- Receptive to feedback and understand others point of view or perception.
- Ability to handle multiple tasks and meet deadlines.
- Ability to take initiatives and work under minimal supervision.
- Positive attitude with excellent time management skills.
- Extensive knowledge of logistic operations like distribution, transportation and warehousing.
- Effective communicator with exceptional interpersonal skills and hands on experience in leadership & imparting training to new hires.

Profile

Father's Name	:	Mr. Mohd Ashraf
Date of Birth	:	5 th Aug. 1987
Visa status	:	Own Visa
Visa Expire date	:	31/01/2026
Driving License	:	Valid Manual Driving License
Driving License Expiry Date	:	10/09/2026
Known Languages	:	English, Hindi And Urdu

Date:

Place:

Mohammad Saleem Akhtar