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## MUHAMMED MUBEER

Managing Director  
CKM Group

A few years ago, the seed of a business idea was sown into the minds of a visionary. It was watered with ardour and nurtured with resolution. Over the years, it rooted deep and the first leaf saw sunlight. In 2017, it was named CKM Holdings.

CKM Holdings started out as a foodstuff trading company in its initial days but has now branched into various business entities and investments. With an aim to helping the people to explore new taste of varied food products, a new venture CKM Foodstuff Trading was launched at Al Ras, Dubai. Our Business has grown by delivering superior value to consumers and customers and today this emerging business group gets a good recognition in the region. Our commitment to doing the right thing, putting people first and reaching higher always guided us in every decision we make.

An idea that was once a tiny seed, has branched out today across India and UAE, bearing the fruits of hard work, passion, dedication and impeccable services, which we will strive to continue throughout our journey ahead.

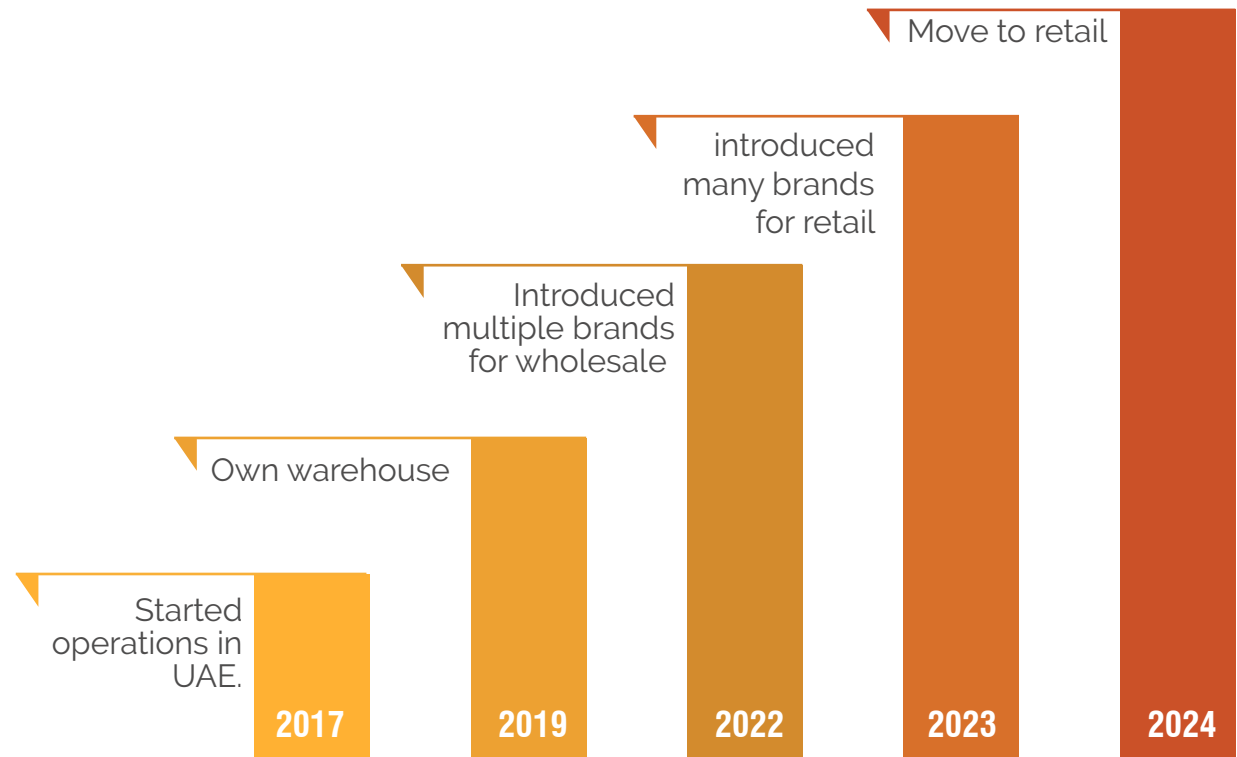
CKM Foodstuff is a dynamic trading company specializing in the import, export, and wholesale of high-quality nuts, dry fruits, dates, seeds, and a variety of roasted items. Founded in the heart of Dubai's iconic nuts market in Al Ras, the company quickly established itself as a trusted name in the global trading community.



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## PROFESSIONAL JOURNEY

With a strong emphasis on quality and reliability, CKM Foodstuff has built relationships with international suppliers and customers, catering to a wide array of markets globally. Their strategic location in Al Ras enables them to leverage Dubai's status as a top global trading hub.



# COMPANY VALUES



**We Stand for  
What's right**

## **Integrity**

We have a strong ethical work environment that strictly abides by our core principles and



**You See Right  
Through Us**

## **Transparency**

We are open about our business practices with the willingness to communicate with people on any questions they may have regarding the same.



**We Value  
Your Trust**

## **Trustworthiness**

We strive to be reliable and honest towards our valuable customers for the priceless trust they bestow on us.



**We serve  
Responsibly**

## **Accountability**

We ensure that our responsibility towards customers, environment and society reflects on the quality of our products and services.

# MISSION & VISION



## Mission

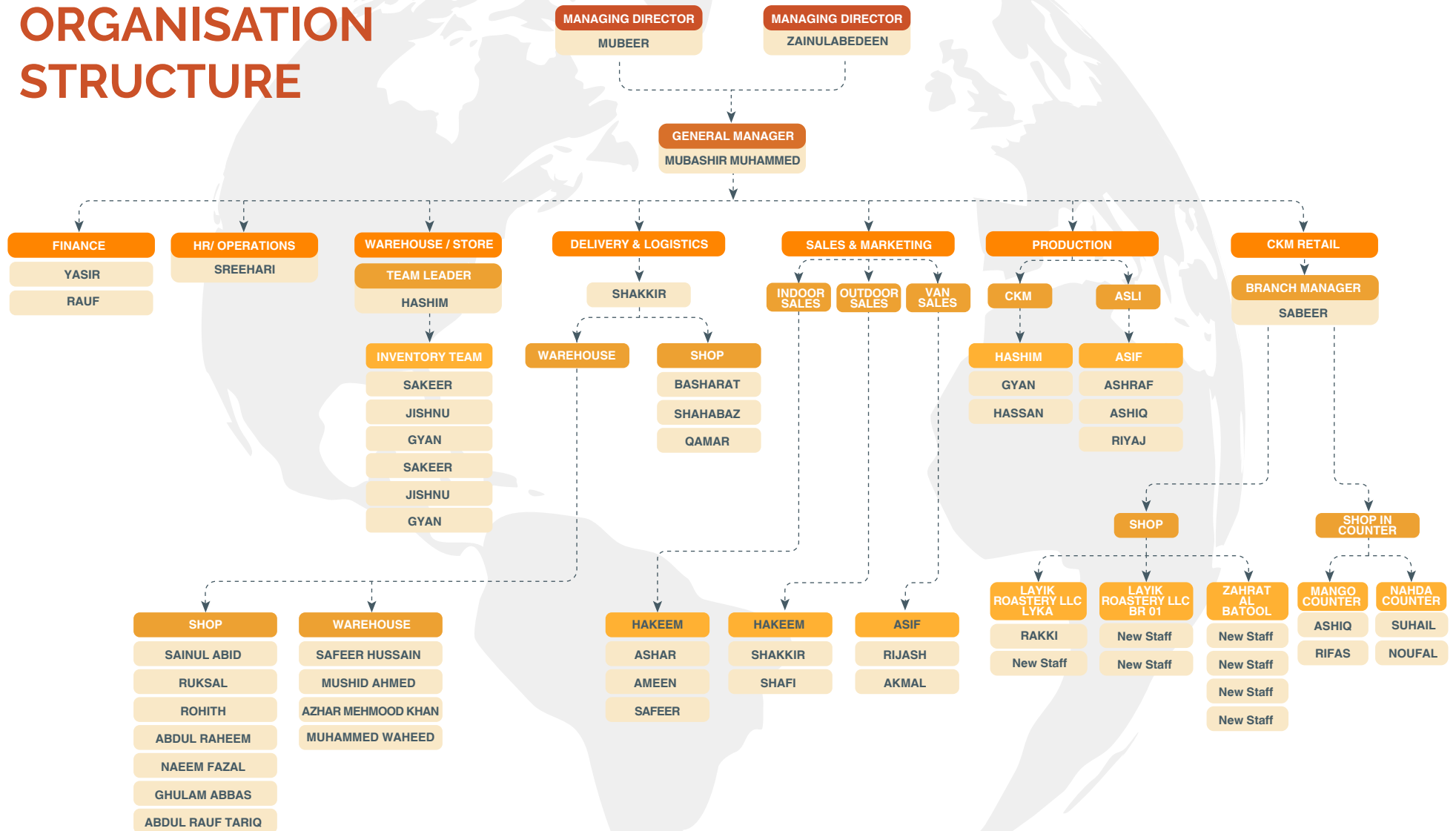
To provide our customers with the best products and services and to meet their expectations with a dedication to the highest quality of customer satisfaction delivered with love, warmth and friendliness.



## Vision

To create unique, memorable and delightful experiences for every mission and to become one of the world's premier organizations.

# ORGANISATION STRUCTURE



# STANDARD OPERATING PROCEDURE



## **Purpose of the SOP**

To outline procedures for the seamless operation of trading activities.



## **Scope**

Includes the handling of trading, purchasing, sales, logistics, and compliance functions.



## **Responsibilities:**

Defines who is responsible for executing and overseeing each step of the process.



# IMPORT OF INVENTORY ITEMS – SEA SHIPMENT

## 1. Material Storage Report

**Objective:** Ensure that inventory levels are accurately reported to help make informed procurement decisions.

**Responsibility:** Store In-Charge

**Frequency:** Weekly

**Process:**

- Assess current stock levels.
  - Compile a Material Storage Report, which should include information on quantities, material condition, and any discrepancies.
  - Submit the report to the Director of Operations.
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## 2. Material Request

**Objective:** Request the necessary materials based on sales projections to meet customer demand.

**Responsibility:** Director of Operations

**Trigger:** When sales forecasts for the upcoming period are completed.

**Process:**

- Review the sales forecasts along with the current inventory.
- Create a Material Request Form specifying the materials needed, along with their required quantities.
- Send the material request to Import Buying Department.

### 3. Approval of Pro forma Invoice

**Objective:** Validate and approve the accuracy of the Proforma Invoice in both financial and operational aspects.

**Responsibility:** Director of Import Buying

**Trigger:** Upon receiving the final Proforma Invoice from the Director of Operations

**Process:**

- Review the Proforma Invoice thoroughly to ensure it's accurate and complete.
  - The Director of Operations, Accounts Department representative, and DSF Sales representative must approve and sign the invoice.
  - Return the approved Proforma Invoice to the DSF Export Department.
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### 4. Issuance of Final Proforma Invoice

**Objective:** Provide an accurate cost estimate for the required materials.

**Responsibility:** Director of Import Buying

**Process:**

- Generate a detailed Proforma Invoice that includes all applicable costs.
- Ensure that the details align with the material specifications provided by the Director of Operations.
- Issue the final Proforma Invoice.

## 5. Advance Payments

**Objective:** Ensure that invoices are paid on time to maintain good relationships with suppliers.

**Responsibility:** Accounts Department

**Trigger:** After receiving the Final Proforma Invoice invoices from the Director of Import Buying

**Process:**

- Review the invoices and compare them with the agreed-advance payment terms
- Ensure the timely payment according to the agreed payment terms.

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## 6. Order Follow-Up

**Objective:** Ensure the order is processed and tracked in a timely manner.

**Responsibility:** Import Buying Department

**Trigger:** Once the Proforma Invoice has been signed and approved.

**Process:**

- The Import buying Department places the order with the supplier.
- Import Departments work together to monitor the status of the order till arrival confirmation.
- Provide regular updates to the Director of Import Buying Department regarding the order's progress.

## 7. Payments

**Objective:** Ensure that invoices are paid on time to maintain good relationships with suppliers.

**Responsibility:** Accounts Department

**Trigger:** After receiving the confirmed ETA from the Import buying team.

**Process:**

- Review the invoices and compare them with the agreed
- Ensure the timely payment according to the agreed payment terms.

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## 8. Shipment Clearing and Offloading

**Objective:** Facilitate the smooth clearance and unloading of shipments upon their arrival.

**Responsibility:** Import Department

**Trigger:** Upon the shipment's arrival.

**Process:**

- Coordinate with clearing team to clear the shipment.
- Inform all relevant departments once the shipment has arrived.

## 9. Random Quality Check and Documentation

**Objective:** Verify the quality of the received materials and ensure proper documentation.

**Responsibility:** Store In charge and Accounts Department

**Trigger:** After the shipment is offloaded.

**Process:**

- Perform a random quality check on the received materials.
  - Prepare an Arrival Report that includes the results of the quality inspection and any issues identified.
  - Submit the Arrival Report and all relevant documents to the Accounts Department.
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## 10. Recording in the System

**Objective:** Ensure that accurate records of received materials are kept for inventory and financial management.

**Responsibility:** Accounts Department

**Trigger:** Once the Arrival Report and related documents are received.

**Process:**

- Verify the documents against the original order details.
- Update the inventory management system to reflect the received materials.
- Adjust the financial records accordingly to reflect the new stock levels and related costs.



# IMPORT SHIPMENT PROCESS FLOW



# VISION BOARD





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