**MOHAMMED MUSTAK.A.G.SHAIKH**

**MOBILE: +918082759277 / EMAIL: mushtaqshaikh07@gmail.com.**

**CAREER OBJECTIVE:**

Seeking a Challenging career in reputed Organization to utilize & increase my skills, knowledge & experience for mutual benefits.

**PROFILE:**

***14 years’ experience in the Customer service, Sales admin Co-ordinator and Commercial Associated, Accounting and Supply Chain management.***

***Wide experience in a Backend (back office), Material management, Order control & Operations.***

* Preparing Quotation / Tax Invoices / Stock transfer Invoices
* Perform counts and ensure all inventory is accounted for and reported according to company policy
* Preparing stock report for incoming and outward as per FIFO.
* Preparing Sample Invoices / Sales Orders / Quotations.
* Preparing MIS Reports as per Daily Dispatch Report and inventory report.
* Preparing Purchase Orders of Goods and Services and passed out the G R N entry.
* Co-ordination with Production, Stocks, Sales, Accounts Depts. etc.

# ACADEMIC PROFILE: -

|  |  |  |
| --- | --- | --- |
| **DEGREE** | **BOARD/UNIVERSITY** | **YEAR** |
| T.Y.B.COM(Graduation) | Mumbai University | Oct 2008 |
| H.S.C. | Maharashtra Board | March 2002 |

# COMPUTER SKILLS: -

* English Typing Speed 30 w.p.m. with First Class from Maharashtra State.
* Computer Literate with basic knowledge of Windows, Microsoft Office, Excel & Internet Operation. From Samtaq Computer Education (JAN 2001).
* D.T.P Operation (Coral Draw, Photoshop, PageMaker) From Excel Computer Education (Dec. 2001).
* Account Assistant Course Conducted during Aug to Oct 2003 From Bhavans Gandhi Institute of Information & Technology.

# ERP - Enterprises resources planning – Functional Support

**Modules** – PO (Purchase Order), **INV** (Inventory Management), **OM** (Order Booking Management)**. Achievements:** Working for functional support in Oracle – ERP Inventory Management & Order Booking Management for **FMCG – Fast Moving Consumer Goods** (Food Dept) & **Trading**.

**CAREER HISTORY:**

**FPC INDUSTRIAL CO---RIYADH-- (SAUDI)** From NOV-2022 TILL WORKING

**Sr.Executive (SALES COORDINATOR) –TEXTILE) – LOCAL AND INTERNATIONAL SALES**

**ANA OIL INDIA PVT LTD - MUMBAI**. From APRIL-2022 TILL NOV-2022

**Sr.Executive (SALES COORDINATOR) –EDIBLE OIL - FMCG).**

**LIBERTY OIL MILL LTD - MUMBAI**. From June 2018 – Nov 2021. (3YRS AND 6 MONTH)

**Sr Executive (SALES COORDINATOR) – (EDIBLE OIL - FMCG).**

**FRIGORIFICO ALLANA PVT LTD - MUMBAI**. From Aug 2013 – till Jan 2018 (5YRS)

**Sr Executive cum Accounts and Sales Admin** **– (EDIBLE OIL - FMCG).**

**TADMUR LOGISTICS W.L.L. Doha – Qatar.** From Nov 2008 – 25th October,2012: (4YRS)

**Clerk cum Coordinator and ERP Super User (FMCG-Trading & Contracting).**

**Sales Support / Order Management.**

* Manage and co-ordination of Order fulfillment, Returns and ensure good level of service to customer.
* Vendor Development & Vendor Registration…Preparing Quotation and Commercial invoices for local sales and follow-up / track for dispatch of documents.
* Communicated with channel partners to ensure all necessary order paperwork was submitted and sales process was correctly followed.
* As per requirement Sales & Mktg and Customers services requests for ORDER changes, including the customer information, delivery schedule and communicate to the appropriate department.
* New Customer Creation & Daily O/s Collection review & Customer order queries and approval.
* Deliver the highest level of customer service and respond in a timely and efficient manner to all incoming inquiries and correspondence, both internal and external.
* Process and coordinate all orders received via mail or otherwise, following existing Company policies, procedures, and programs
* Checks incoming stocks of seasonal products against the respective orders on the system, creates delivery forms and forwards details to the Warehouse.
* Checks stock provisions of open orders, and follows up pending blocked orders
* Keep order book up-to-date reflecting customer cancellations, Purchase drops etc.
* Process customer shipment claims or return requests following existing Company policies, procedures, and programs.
* Provide assistance and support to internal partners including Sales, Marketing, Finance, Operations representatives relating to order processing.
* Transfers seasonal orders to ERP; sets customer discounts and determines net order amounts
* Work towards both independent and team KPI’s to improve business standards, service levels and financial results.
* Coordinate a cross-functional collaboration with Sales, Marketing, Warehouse and Finance department towards common goals set by the organization.
* Prepares Daily Order Fulfilment report in sales order period.

**TATA-AIG LIFE INSURANCE (HO).**

From May2008 to Nov 2008 - **Finance Co-ordinator (F&A Budgeting Department)**

* Solving Queries of the Department.
* Verifying & remarking the purchasing requisition reports.
* Co-ordination with Department for the same.
* Taking an Approval as per Authority Matrix on PR (Purchase Requisition).
* Taking a call on half of Senior and Junior Manager and schedule a meeting for Manager.
* Coordinate with Purchase Department for the PR.
* Attending a Calls from different cities and solve their queries as per Request.
* Cross verification for fault verification reports.
* Maintaining daily, weekly & monthly MIS for all verified cases (In Excel).
* Preparing a weekly Budget for I.T, GOE and VARIABLE EXPENSES for the Dept.
* Preparing a LPO for Finance Staff. • Preparing Petty Cash for Staff. • Reporting to Sr. Manager.

**INDIABULLS CREDIT SERVICE LTD.**

From June 2007 to Feb 2008 - **Personal Loan Co-ordinator**.

* Handling 10 Field Sales Executive.
* Verifying & remarking the field verification reports.
* Co-Ordination with respective branches for the same.
* Cross verification for fault verification reports.
* Maintaining daily, weekly & monthly MIS for all verified cases (In Excel).
* Preparing Petty Cash for Staff.
* Working on PLMS computer system.

**P & O International Cruise – 2years (from 2005 till 2007)**– **worked as a Galley Cleaner and Steward.**

**Hotel Citizen – 2 years (from 2003 till 2005)** - **worked as a Steward.**

### PERSONAL DETAILS: -

* **Father Name : ABDUL GAFOOR IMAMMUDDIN SHAIKH.**
* **Date of Birth :** 26TH June 1980.
* **Marital Status :** Married.
* **Nationality :** Indian.

### LANGUAGE KNOWN: -

• English, Hindi and Marathi.

**PERMANENT ADDRESS: -** Room No 245 1/4, Seva Vikas Mandal, Sewri Cross Road, Wadala West, Mumbai – 400031

### PASSPORT DETAIL: - PP NO – L8844616

DT ISS – 22/04/2014

DT EXP-21/04/2024