

ABDUL HAMEED

SALES OFFICER

Key Skills

- Power Point
- Ms Office Ms Excel
- Planning
- Organizing
- Documentation
- Document Control
- Clearing
- Freight Forwarding
- Financial Accounting
- Logistics Management
- Scm

Online Profiles

- [LinkedIn](#)

PHONE | +971 554863380

EMAIL | abdulhameedhtc630@gmail.com

LOCATION | Dubai, United Arab Emirates (UAE)

EXPERIENCE | 2 years 7 months

NATIONALITY | Indian

LANGUAGES | English, Malayalam, Tamil

Work Experience

Sales Officer

Autolive Auto spare parts and component trading ll, Dubai, United Arab Emirates (UAE)
May 2024 - May 2025

- **Achieved:** Consistently exceeded sales targets, driving revenue growth through effective client engagement and strategic upselling.
- **Streamlined:** Enhanced documentation processes, ensuring accuracy and compliance in all salesrelated paperwork, resulting in a 20% reduction in processing time.
- **Managed:** Successfully navigated crisis situations by implementing tailored solutions, maintaining client satisfaction, and contributing to a 15% retention rate increase.
- **Collaborated:** Worked closely with crossfunctional teams to align sales strategies with business objectives, facilitating seamless communication and operational efficiency.
- **Developed:** Engaged in market analysis to identify new opportunities, informing sales strategies that expanded the customer base by 25% within one year.

Documentation Executive

Delmar Infotech Pvt.Ltd., Kerala,kochi, India
Nov 2022 - Apr 2024

- **Managed** full container booking process for import/export shipments via sea freight.
- **Coordinated** with shipping lines, freight forwarders, and clients to confirm container availability and vessel schedules.
- **Prepared** and submitted booking requests,

shipping instructions, and VGM to carriers on time.

- Ensured correct selection of container types (20ft/40ft/HC/Reefer) based on cargo volume and nature.
- Monitored documentation cutoff, container gatein deadlines, and ensured timely dispatch.
- Liaised with port authorities and customs for container clearance and loading updates.
- Maintained accurate shipping records, tracked bookings, and updated clients with ETDs and shipment status

Education

MBA/PG Diploma in Business Mgmt - Finance
2021

Measi Institute Of Management, India

Bachelor of Commerce - Commerce
2019

The New Collage ,royapettah Chennai-14, India

Profile Summary

An executive in shipping agency company
Delmar info tech pvt ltd (Abrao group of
companies)