

SHAIBIN ABOOBACKER

Finance Professional, Sales Coordinator, and Technical Support Officer

971505626956

Sharjah, UAE

shaibumk@gmail.com

Dob:16/08/1989



EXPERIENCE

Technical Officer

KERALA GOVERNMENT AGRICULTURAL OFFICE (KAPPUR KRISHIBHAVAN)

07/2021 - 07/2024 Kerala, India

Technical Support in Agricultural Department

- Offering training and support to the staff at Kappur Krishi bhavan on the diverse technical features integrated into the department's website.
- Monitoring various reports and coordinating with officials.
- Online registration of farmers in the locality for acquiring various schemes and benefits to the public.
- Educating the illiterate farmers for the importance of following organic methods of farming.
- Periodic visiting of various farmland to follow up the organic farming culture and acting as a support person to the farmers to provide various manure and monetary support from the government.
- Registration of entire farmers in the locality for crop insurance scheme to protect farmers from uncertain losses.

Sales Coordinator (EXPORT)

SHARJAH NATIONAL LUBE OIL COMPANY

04/2016 - 09/2018 Sharjah, UAE

Oil Gas Industry (EN ISO 9001:2015)

- Handling logistics and documentation for prominent multinational Japanese oil companies such as Toyota, Honda, Nissan, Yamaha, and Idemitsu..
- I am responsible for export documentation, including commercial invoice, packing list, certificate of origin, and ministry of economy, bill of lading, insurance certificate, and other documents as required. I also handle logistics arrangements for exports.
- Coordinating orders and logistics for lubricant deliveries to Al Futtaim workshops across the UAE.
- Managing logistics and operations for locally manufactured brands such as Sharlu, Falcon, Century, and Star.
- Customer order handling from Inquiry - Delivery, including internal ordering & processing.
- Worked on Oracle & Orion 10.6(IT System).
- Logistics arrangements for Exports.
- Customer entertainment and cash collections for Export customers.
- Negotiated prices, terms of sales and service agreements.
- Quoted prices, credit terms and other specifications
- Recording accurate and efficient records in the customer database
- Attended monthly sales meetings and weekly automotive trainings.
- Met existing customers to review current services and expand sales opportunities
- Served as the responsible storekeeper ensuring timely provision of complimentary items to various export customers.
- Expertise in working within Chamber of Commerce web portal applications and ministry of economy export import service.

Project Coordinator

BEST GRANITES

09/2013 - 08/2015 Kadangode, Thrissur, Kerala

Crushing & Mining Industry (EN ISO 9001:2008)

- New plant Project works including assigning tasks to various companies involved in the project; viz, mechanical, civil, electrical, and other administrative tasks.
- Acted as a management representative as a link between project companies and management.
- Arranging manpower, transportation, and various things necessary for the project undertaken.
- Assigning and finding daily works from the concerned project company engineers
- and reporting those day-to-day works to the management.
- Arranging monthly meetings with the project companies to discuss the project progress and suggestions.
- Record accurate and efficient logs for the projects.
- Negotiate price, terms of sales and service agreement.
- Submitting daily production reports to management.
- Monitoring and conducting follow-ups on drilling and mining activities, equipment usage, vehicle mileage, and productivity metrics.
- Weekly meeting with mines manager, internal cost auditors and operational manager to improve the day-to-day operations, cost deduction, and for decision-making.
- Maintaining adequate records and preparing monthly reports for management

SUMMARY

Experienced finance professional with a strong background in sales coordination, business development, and technical support. Skilled in handling multinational brand documentation, export logistics, and customer relationship management. Proficient in a variety of software applications, including ORACLE ERP, SAP ARIBA, and project coordination in the crushing & mining industry. Looking for challenging opportunities to leverage my skills in a dynamic environment.

PASSPORT DETAILS

Passport No. : N1193105
Date of Expiry : 21.07.2025
Visa Status : Visit visa
Visa Expiry : 20/09/2024

UAE DRIVING LICENCE : 643579

STRENGTHS

- Comprehensive Problem Solving**
Ability to handle complex situations and documentation for multinational brands.
- Communication Skills**
Effective communication with teams and clients to ensure smooth operations.
- Team Facilitator**
Skills in coordinating teams and managing projects to achieve goals.
- Software Proficiency**
Expertise in using software like MS Office, TALLY ERP, QUARRY MANAGER, ORACLE ERP, SAP ARIBA.

SKILLS

- Teamwork and collaboration
- Problem solving and critical thinking
- Leadership and Mentorship
- Customer service and relation
- Strategic planning and Supervision

TRAINING / COURSES

Diploma in Computerized Financial Accounting
Professional Diploma in Computerized Financial Accounting with First Class

LANGUAGES

English ●●●●●
Hindi ●●●●●
Arabic ●●●●●

EDUCATION

Master's Degree in Commerce

Bharathiar University
Bachelor's Degree in Commerce
Mar Dionysius College under Calicut University