

CURRICULUM VITAE

ABDUL AMAL SYED

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Professional Summary

1+ years of experience in **logistic division** as logistic executive & procurement coordinator role. Proven track record of efficiently planning, developing, and buying materials, goods, supplies and equipment in a timely and cost-effective way, managing inventory, ensuring timely shipments, and handling financial transactions with precision. Special interest in achieving/ Adept at ensuring timely shipments and delivering excellent customer service.

Certifications Technical Skills

➤ **Advance Diploma in Logistics & Supply chain Management-GIIMS, India**

- Logistics Concepts & Planning
- Warehouse & Distribution Facilities Management
- Freight Transport Management
- International Logistics
- Business Management for Logisticians
- Geography, Trade Routes & Mathematics

➤ **ERP Software (Magento/sailfish)**

➤ **MS office Suits (Word, Excel, etc)**

Professional Work History

ARCO Electromechanical LLC, Abu Dhabi UAE

Designation: procurement Coordinator (NOV 2023 – Present)

Job profile: -

- Track orders to delivery, ensuring timely arrival of goods and services.
- Maintain accurate and up-to-date records in internal databases, including order details, vendor information, quantities, and discounts obtained.
- Evaluate vendor proposals and negotiate pricing and terms to secure the best value for the organization.
- Conduct thorough research to identify potential vendors and suppliers, assessing their reliability, pricing, and product quality.
- Prepare comprehensive cost analyses and reports to assist in budget planning and decision-making processes.

- Manage invoices and contracts, maintaining organized records and ensuring timely payment processing.
- Prepare payment certificates against suppliers and coordinate with the accounting department for submission and approval by higher management.
- Proactively communicate with suppliers to confirm orders, resolve issues, and make necessary adjustments.

FRESH TO HOME – Ecommerce Company, India

Designation: Logistic Executive cum Cashier (AUG 2022 – JULY 2023)

Job profile: -

- Responsible for driving operations & people in the hub.
- Track Site orders and confirms lead times, delivery dates, and costs.
- Ensures timely and fast deliveries of ordered products.
- Assist with Logistics delivery tracking/receiving.
- Delivery monitoring and fulfillment
- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Handling day to day petty cash & Issue receipts, refunds, change.
- Handle merchandise returns and exchanges.
- Handle the ERP software's (Magento / sailfishes)
- Promptly and effectively manage customer complaints.
- Optimum utilization of the manpower spread in different shifts.
- Recruiting and training delivery Boys as per requirement.

Academic Record

- **Bachelor of Commerce-Finance / 2017-2020**
Sir Syed Institute of Technical Studies – Kannur, Kerala

Personal Profile

Date of birth	: 17-Sept-1999
Marital Status	: Single
Nationality	: Indian
Passport Number	: T2023688
Languages	: English, Hindi, Malayalam, Tamil

Declaration

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

Place: Abu-Dhabi
Abdul Amal Syed