



# Adhil Ahamed Thajudeen

Dubai, UAE

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## SUMMARY

Dynamic and results-driven professional with extensive experience in Administrative, Sales, and Logistics roles. Eager to leverage my skills in organization, communication, and problem-solving to contribute to a high-performing team. Passionate about driving efficiency and enhancing customer satisfaction, I am excited about the opportunity to join your organization and help achieve its goals while growing both personally and professionally.

## SKILLS

- Data Entry & Record Management
- Documentation & Reporting
- MS Excel & ERP Systems
- Administrative Support
- Time Management & Organization
- Accuracy & Attention to Detail
- Customer & Supplier Coordination
- CRM Tools
- Database Management
- Team Collaboration & Communication
- Operational Knowledge

## EXPERIENCE

### **Administrative Executive**

**Feb 2025 — Current**

Al Khat Al Janobi General Trading LLC (FMCG) - UAE

- Managed executive schedules, ensuring optimal time management.
- Coordinated high-stakes meetings, enhancing stakeholder engagement.
- Implemented new filing system, reducing retrieval time by 50%.
- Oversaw budget tracking, achieving a 15% cost reduction.
- Facilitated communication between departments, fostering collaboration.
- Executed travel arrangements, saving 25% on expenses.
- Maintained confidential records, ensuring data security compliance.
- Led project management initiatives, delivering results ahead of deadlines.

### **Sales Executive**

**May 2023 — Dec 2024**

QNIE - Qatar

- Conducted market analysis to identify new opportunities, driving growth.
- Implemented strategic sales plans, increasing market share by 15%.
- Trained and mentored junior sales staff, enhancing team performance.
- Utilized CRM tools to streamline sales processes and improve efficiency.
- Collaborated with marketing to launch successful campaigns, increasing.
- Developed key client relationships, boosting retention by 25%.
- Trained and mentored junior sales staff, enhancing team performance.
- Presented product demos that converted 40% of leads into customers.

### **Logistics Coordinator**

**Apr 2021 — Feb 2023**

Milaha Logistics - Qatar

- Assisted in freight operations, shipment tracking, and documentation.
- Maintained accurate inventory and database records, supporting warehouse operations.
- Coordinated with suppliers, transporters, and clients to ensure timely delivery of goods.
- Prepared operational reports and ensured compliance with company procedures.

- Office Operations
- Knowledge of Shipping & Logistics Procedures
- Team Leadership
- Problem-Solving

## LANGUAGES

English



Tamil



Malayalam



Hindi



Arabic



Sinhala



- Analyzed shipping data to identify trends, optimizing routes and costs.
- Managed vendor relationships, improving service levels and reliability.
- Led cross-functional teams to resolve logistics challenges swiftly.
- Developed training programs for new hires, increasing team productivity.
- Streamlined supply chain processes, boosting efficiency by 30%.
- Developed logistics reports, providing insights that drove decision-making.

## EDUCATION

***Northumbria University***

**2025 — 2027**

UK | MBA

in progress

***OTHM***

**2023 — 2025**

UK | Level 7 - Postgraduate Diploma in Strategic Management & Leadership

***OTHM***

**2018 — 2020**

UK | Level 4 Diploma in Business Management

***Stafford International School***

**2005 — 2018**

Qatar | High School Diploma

## CERTIFICATIONS AND LICENSES

Valid Qatar Driving License

## HOBBIES AND INTERESTS

- Team sports
- Traveling
- Reading books
- Photography

## REFERENCES

Mohamed Rasuldeen

General Manager, ASM Restaurant, Qatar

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Mohamed Safeer

Senior Sales Executive, Widam Food Company, Qatar

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Mohamed Aslam

General Manager, Al Khat Al Janobi, UAE

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