

COVER LETTER



Dear Sir/Madam,

My overall credentials demonstrate the fact that I'm an achiever. My work experience is in Noon E-Commerce, Customer service, Sales, Logistics, google mapping & US IT recruiting. I am a Graduate specialized in the field of Commerce from Osmania University, Hyderabad, INDIA.

I possess good health and can demonstrate high energy levels to accomplish any arduous tasks well ahead of deadlines

I have attached my resume for your review and hope to hear from you soon.

Thank you for your valuable time.

Yours cordially,

Syed Nuhu Karar.

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Dubai : Deira, Dubai



EMPLOYMENT OBJECTIVE :

My vision is to work and perform smartly and be appreciated for my talents and skills. I believe in dedication and communication in whatever work I do. I will prove to be an asset to your firm with my sincere efforts if given a chance. I desire to work in stimulating team environment that promotes the inter change of ideas.

ACADEMIC QUALIFICATION :

Academic Qualifications	Institute / University	Year of Passing
Masters of Business Administration	CSI Institute of PG Studies (Affiliated to Osmania University)	2016
Bachelor in Commerce (B.Com)	Haindavi Degree College (Affiliated to Osmania University)	2014
Intermediate (10+2)	MS Junior College (Affiliated to BIE- AP)	2011
SSC (10 th Standard)	Mount Carmel High School (Affiliated to Board of Secondary – AP)	2009

Professional Summary:

- Total 7 Years of experience, in Noon E-commerce, Google Mapping & Customer service Executive in Logistics JAFZA , IT Recruitment and Auditing in Heritage fresh India
- Willing to go the extra mile to meet tight deadlines and reach company goals.
- Well versed in logistics, operations, documentation, warehousing and transportation.
- Extensive knowledge of documentation and custom regulations.
- Managing inventory, Shipment tracking and tracing.

KEY SKILLS

- Customer Service , Noon E-commerce Executive & fulfilment
- Microsoft Office
- Data Entry
- Logistic Operations, Import & Export
- Warehouse Operations, Inventory Management
- Documentation Billing & WMS SAP

Professional Experience:



NOON E-COMMERCE UAE: (JAN, 2024 – Present)

Operations E-Commerce Executive (Fulfilment) and Logistics Associate

Responsibilities :

- Logistics associates assist in the management of an organization's logistics systems.
- Coordinate the shipment and distribution of goods, inspect goods and materials, track shipments, manage inventory, and communicate with customers and third-party services.
- Vendor Receiving goods from on daily bases as per there shelf life and Expiry
- Coordinate with vendors, customer service representatives, and clients, while maintaining on-going client relationships.
- Oversee all logistics activities, including scheduling and tracking of all shipments,
- Program and attend meetings; follow up on action items. Plan, coordinate, and implement logistics events.
- Perform administrative support related to logistics and audits.
- Maintain and update shipping and inventory records and stock check .
- Oversee warehouse operations, including inventory; clean, maintain, and organize warehouse to ensure maximum space utilization, consolidation and migrations
- Maintain and update warehouse inventory: verify and process orders. Update warehouse asset records.
- Meet or exceed warehouse and customer service standards. Perform other duties as assigned.
- Handling customer service and complains.
- Transportation executive is responsible for coordinating daily deliveries and communicating with drivers to ensure deliveries are completed on time and following all regulations.

GlobalLogic

EXPERIENCE WORKING in: (Google Mapping) as Remote (WFH)

Global Logic, Hyderabad, Aug 2020 – Jan 2021 (6 months direct contract)

Associate Analyst, Content Engineering:

- Worked as an Associate Analyst from Global Logic in Google mapping ability to manage work independently and in team handling as per the given target in km.
- Excellent Experience of placing OSM Tagging on Graph with key & values comment on it.
- Good experience in placing notes and all the classification of Roads with key elements.
- Good experience in Symbolization the Agenda on Maps with all criteria like classification coding of Road kind, Lanes & Name them, Surface, Roundabout, Toll and Toll booth, Street lighting, Speed limit, overtaking Access permission, Bridges,Tunnel&Layers ,Lanes and turn lanes Traffic signal, Crossing, Cameras , Type of restriction's, Barriers & Gate, Traffic Calming, Traffic Sign, Area, Line & Node feature kinds.

**Customer Service Coordinator: CWT SML LOGISTICS LLC,
Jebel Ali FZE. UAE (Jan, 2018 – Nov, 2019)**



Import & Export Operations:

- Independently and in team handles Canon, San Disk, Total Lubricants Middle East, Reichle & de-massari clients.

Duties and Responsibilities:

- Act as one point of customer contact.
- Providing services in handling inbound, outbound shipments, documentation, transportation , customer and warehouse coordination.
- Keeping track of the unstuffed /offloaded cargo in the warehouse. Maintain records of put-away and storage of unstuffed cargo.
- Preparing Goods Receipt Note (GRN) in WMS.
- Processing the sales order received from the customer and preparing necessary documents for local as well as export shipments.
- Preparing documents for outbound shipments such as DA, Invoice, Packing list, HS code summary & Transfer of ownership within a FZE.
- Once the shipment is collected or delivered from our end issuing Delivery Order (POD) in WMS.
- Provide Daily and Monthly Reports(KPI) as well as stock Occupancy and stock movement reports as and when required.
- Provide transport information and manage billing information and submit the completed job files to accounts.



Technical IT Recruiter from Panzer Technologies Hyd, (INDIA)

Responsibilities:

- Over 1.5 years of Experience in IT –Staffing field as a Technical Recruiter for the US Market
- Dealing with H1B, GC and US Citizen candidates.
- Negotiating the rates on Contract, Contract to hire basis.
- Expertise in Sourcing IT Professionals from Junior Position till the senior level.
- Good experience in placing the third party profiles.
- Get requirements from US IT staffing companies within all the locations across USA.
- Possess excellent Experience of recruiting and hiring processes including sourcing, interviewing, reference checking, tracking, salary negotiations, and closing.
- Handling entire recruitment process from resourcing, searching, screening, target hunting, negotiating and recruiting candidates on international platforms.

- Exp. In use of effective resourcing tools/portals -Dice, Monster, CareerBuilder, Hot jobs. Internet sourcing, networking, employee referrals, cold calls and direct mailing & resume using traditional & Non - traditional Methods.
- Negotiating & finalizing salary/ rate/hr aspects (W2, 1099, Corp-Corp) with U.S. Citizens , H1B. US Tax Terms and Visa Types Etc.
- Have strong problem solving and research skills

PERSONAL PROFILE

Religion	:	Muslim
Father's Name	:	Syed Abdul Faheem
Nationality	:	Indian
Marital Status	:	Unmarried
Date of Birth	:	23, MAY 1992
Visa Status	:	Visit Visa
Driving License	:	N/A
Passport Number	:	M5279911
Languages Known	:	English, Hindi and Telugu
Contact Number	:	+91 9949654129

I declare and state that all the above particulars furnished by me are true and correct to the best of my knowledge.

DATE :

(SYED NUHU KARAR)