

ABHILASH.C

Dubai, UAE

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Visa Status: Employment (Transferable)



CAREER OBJECTIVE:

To work with an organization which gives opportunity to utilize my well-honed skills and best of my knowledge in achieving the common goal. To become a part of challenging, innovative and growth-oriented team & grow with the organization.

AREAS OF EXPERTISE:

- Currently Working as E-Commerce Coordinator & Logistics in 4 Homes FZCO(Tavola), Jebel Ali
- Preparing the online order processing to all GCC Countries and Arranging the Deliveries.
- Maintaining and preparing the Online E-commerce Tracker on Daily Basis and And generating Reports for the Management.
- Expertise in Handling orders for AMAZON Seller Central, Amazon Vendor Central and Direct Fulfillment and Noon & MUMZWORLD, CAREEFOUR ONLINE Orders.
- Expertise in handling OTO for preparing online Orders.
- Preparing Bill of Entry and Customs Submissions
- Knowledge of Mirsal II
- 2 Years Work Experience in PI & ATS in Waitrose
- 2 Years of Work Experience as Administrator in Waitrose
- 14 Years Work Experience in SAP
- Proficient in MS word/ Internet Applications
- Excellent team & leadership skills
- Self-motivated/quick learner/ positive attitude
- Able to handle multiple tasks in a challenging/ fast paced environment.
- Familiar with Magento ver: 2.3.2
- SAP

PROFESSIONAL EXPERIENCE:

4 Homes FZCO, Jebel Ali Free Zone (Apr: 2014 – Till Date)

Position: E-Commerce Coordinator

Job Responsibilities

- Handling Online Orders Export and Import also

- Expertise in Cash on Delivery, Credit Card Orders.
- Maintaining and Updating the Stone Edge, Magento and SAP
- Issuing Picklist and Delivery Notes for the Orders.
- Co-ordinate with the Warehouse for Shipment
- Arranging and Delivering the items to Customer on Time
- Handling Cash
- Preparing Invoices and Receipt
- Preparing all Credit Notes for the Online Orders.
- Expertise in Inventory for E-Commerce Operations.
- Preparing Monthly Sales report for E-Commerce.
- Preparing Custom Documents for Export Orders
- Preparing Bill Of Entry and Customs Submissions.

I am responsible for the Online Orders. Handling Online Orders on Daily Basis and Shipped to the Customers without Fail. Order will Placed on the Website by the Customer and need to check the Payment Detail and Stock Also as well as to clear the System Also. As per the Web Order I process the Delivery Orders and Shipped to Customer inside the UAE and Abroad also. I managed the stock control of the Goods movements in SAP. I am responsible to Clear all Customer Returns and preparing the Credit Notes on Weekly Basis. I was also responsible for preparing Monthly Sales report for E-Commerce. I am Responsible for preparing Bill of Entry And Customs Submissions for Weekly Basis.

Waitorse , Dubai Mall.

(July 2010-April 2014)

Position: ATS& PI Clerk (July 2010-Dec 2012)

- Issuance and keeping track of L.P.Os.
- Posting of Invoices on Daily Basis in SAP and Transferred to Head Office.
- Preparing the Logbook and Cross Checked along with the GRN Summary and Transferred to the Head Office for the Monthly Payment Of the Suppliers.
- Posting of all Warehouse Invoice on Daily Basis.
- Import and Warehouse Orders on Daily Basis.
- BTO & BTI Clear on Daily Basis

I was responsible for to clear the Daily Invoices which received in the Receiving area. Once Receiving Finish i need to Cross Check the Invoice and the LPO. I am responsible to Check all Deliveries Must be Recorded in the LOGBook and Post it on the SAP. I prepared the LOGBook along with the GRN Summary for submission to HQ.

Position: ADMIN (Jan 2013 - 2014)

- Assisting the store manager in the proper and profitable store operational functions.
- On daily Basis Checking and Printing of Department Sales Report on the Basis of EOD.
- On Daily Basis posting the Invoices in System and Clearing the GL Account and
- Monitoring and Keeping Records from GR55-(Wastage%,Shrinkage%,Packaging and Cleaning%) on daily basis.
- Safe Check and F2 Posting on SAP doing on Daily Basis.
- Idt, Shopuse and Wastage clearing on daily Basis.
- MB5T (Warehouse Tracking System) Clearing on Daily Basis.
- Organ gram Updating on Every First Week and send to the HR.
- Department Checklist on Daily Basis.

MONTHLY

- Housing Allowance, Night Allowance for Staffs on the date of 15th Every Month to HR department.
- Overtime for All Staffs to be Calculated and Finalise and Enter in the System(SAP) by 15th
- Reconciliation send Email to Payroll Department at the end of Month.

PREVIOUS WORK EXPERIENCE

- Dhan Laxmi Bank LTD Kottarakara India
Operations Assistant.(May 2007 to Dec 2008)
- Birla Sun Life Insurance, Kottarakara, India
Office Assistant (Jan 2008 -2009)

EDUCATION

- 2004 Master of Computer Application Madurai Kamaraj University, Tamil Nadu
- 2001 B.Com with EDP& CA University of Kerala,Thiruvanthapuram
- 2004 Certified ASP.net professional Informatics International, Singapore

COMPUTER SKILLS

- Programming Languages: C, C++ , COBOL ,ASP.NET ,HTML.
- Operating Systems: Windows 7,Windows XP,Linux,MS - DOS
- Packages: Microsoft Office
- RDBMS: MS –SQL Server.
- SAP

PERSONAL DETAILS

Marital Status Married

Passport No. P6243661

Present Address SAHARA PLAZA
AL NAHDA , SHARJAH
UAE

Languages Known English, Malayalam, Hindi and Tamil.

REFERENCES:

1. Mr.Renjith Menon
Retail Finance
Spinneys.
Ramada,Dubai
Mob: 0971559966216
2. Mr.Justin Fernandaz
Store Manager
Waitorse, Al Thanya.
Mob:0971503531743

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of above-mentioned particulars.

Place: SHARJAH

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