**Curriculum Vitae**

**Abdul Gaffar**

Citizenship Indian **|** Passport no: **Z2053152|**Contact no**: +97450712130** +918302731334

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**Career summery**

Warehouse manager with the background of sales and marketing experience in logistics, quality control, and process improvement. Demonstrated expertise in reducing costs, increasing revenues, and minimizing employee turnover. Proven skill in negotiating with vendors and increasing production with existing staff. Willing to relocate.

**Educational Qualification**

**Post-Graduation: MBA** in finance and marketing from Maharishi Arvind institute of management studies Affiliated with Rajasthan technical university batch 2013- 2015

**Graduation: BBA** from University of Eastern institute of integrated learning management in 2012

**Senior secondary school** from education Board of Rajasthan Ajmer on 2002

**Secondary school** government senior secondary school, education board of Rajasthan Ajmer 2000

**Microsoft office certified** of Oasis Educational Institute, approved by ministry of education, UAE

**Advance excel** certified from conducted by NIIT institute of software technology Mumbai, India

**Tally.**

**Area of expertise:** Exceptional interpersonal and presentation skills and drive as hardworking individual.

**-Customer service -Vendor management -Inventory control**

**-Purchasing/Procurement -Strategic Planning -Proficient sales person**

**-Business Development -Goal oriented -Key-relationship management**

**-Team leader -Strong networker -Financial management**

**-Product Positioning -Market Research -Brand Building**

**-Budget Management -Product Development -Product Development**

**Currently working with pidilite Jaipur as Assist. Manager warehouse & Logistics from May. 2018.**

**Assist. Manager warehouse & Logistics**(**Oct. 2018 – March. 2019 Contract basis**)

**Dogus Insaat ve Tic. A.S Doha Qatar**

***Achievements/Tasks***

Oversee all warehouse operations for the company's Electromechanical/Automobile parts warehouse, including shipping/receiving, collecting/packing, truckload planning, employee scheduling, dispatching and accurate recordkeeping for reports. Utilize expertise in budgeting, cost controls, safety compliance, report generation and quality assurance. Additionally, developed product placement diagram for all incoming and outgoing deliveries

**Pharmaceutical Area Sales Manager**(**April, 2017-September, 2018**)

**Rajasthan Aushdhalaya Pvt. Ltd.Jaipur**

**Sales Management strengths:**

**-Strategic planning & implementation -Product development & Information**

**-New product introduction -Sales tracking & reporting**

**-Team building & Leadership -High Impact presentation & relationship management**

***Achievements/Tasks***

Develop strong working relationship with healthcare professional doctors in to order to successfully introduce and promote company products. Create and execute phenomenal presentation that leaves a positive and lasting impact on clients. Provide accurate & up to date product information answer questions & address concerns evaluate sales & implement effective selling techniques to successfully meet territory goals. Participate in quarterly POA meetings continually recognized for top sales deliver services beyond expectations generated new business through trade shows , called calling & developing strategic marketing techniques that are now used company wide.

-More than doubled territory sales from INR 500K monthly to 1.5 million monthly.

-Initiated & advanced the skills of the sales force through training & mentoring to promote & sale

pharmaceuticals and increase revenue

**Business development executive** (**April, 2014 –Dec. 2016**)

**American Express Jaipur India**

***Achievements/Tasks***

Worked on business development executive position credit card sales profile from Jan toJuly 2015 Jaipur branch. Job involved complete KYC documentation; follow up with clients regarding card delivery to first time card uses. Nurturing relationship with client to build and increase client network & business.

Selling banking multi products, maximizing accounts profitability through cross selling company's other products such as gold charge card, platinum travel and reserve and Jet platinum and make my tripetc Handling customer queries and providing feedback. Marketing American express products, developing relations with customers.

**Business process associate Denial Management(Jan. 2013 – Dec. 2013**)

**Genpact Jaipur India**

***Achievements/Tasks***

**A skilled insurance collector with experience in denial management, commercial and government insurance claims follow up to one year. Excellent hand on patient /customer service communication skills and dedicated work ethics and strong people skills. Collected over $20k in overturned appeals every month.**

**Overseas business developmentexecutive(**May.2010– Feb. 2012)

**WJ Groundwater Ltd. Overseas regional head office Dubai.**

***Achievements/Tasks***

Responsible for business development and revenue generation by providing engineered solution. Identify and secure new projects by generating new leads and converting these for project award. Responsible for the bidding for projects which will include but not limited to collection of documents, organize material for presentation and conducting final negotiation along with technical director to effectively close the deal as per the Tender/ Authority, insures cooperation between Engineers, Supervisors and management to reduce cost and downtime. Monitor the collections process and provide regular updates on outstanding and overdue debts to line manager and finance. Accountable for execution of operational client questions on multiple sites from handover through to project closer including Installation, Procurement, Mobilization, Commissioning, Monitoring and Demobilization.

**Essential work activities:** Checking, planning, motivation, supervising/directing, problem solving, Implementing/coordinating.

**Credit Control Executive(Sep, 2008 – April, 2010**)

**WJ Groundwater Ltd. Dubai**

A Qualified credit controller, I have gained extensive experience working in a number of industrial sectors including business to business and customer environment. I am used to negotiating favorable financial settlement and liaising with the relevant financial director to come to payment agreements, where necessary. I have also gained knowledge of small claims recovery procedure including attending court hearing to pursue debts. I am experienced with both write off and write on procedure. A good team player, I can also work efficiently from my own initiative. I have also gained knowledge tracing people from my time seconded to a debt collection agency.

***Achievements/Tasks***

Facilitate and insure proper documentation, credit check and approvals before opening of credit accounts Also**,** Conduct periodic review of material credit facilities granted and ensure changes in customer’s profile are updated in customer database accordingly

Ensure proper maintenance of all customers’ files – done on weekly, monthly and quarterly basis

Periodic monitoring on service agreement provided by external parties

Compile and document periodic group credit control reports for management review

Prepare and present report on monthly collection targets and actual collections vs. targets

Minimize effort on legal fees and effort by consistently providing viable solutions to the debtors, and create commitment among the debtors on the imminent payment due

Consistently hit 100% accuracy on monthly customer’s database reconciliation and update

**JBI Consultant Joint venture with DCC. Dubai** (May 2005 – Feb. 2007)

**Office Assistant & Document controller at Trade center residence project**

***Achievements/Tasks***

Document controller familiar with all the procedure needed to keep records and logs of document retrievals in a modern construction business environment. I am well versed in the updates, distribution, and removal of document from a library and competent with all securities matter associated administrative skills which include the ability to schedule meetings carry out photocopying and faxing works, used a major classification and organizing of documents**.**

**Store Keeper and Warehouse Manager**(**May 2004 – April 2005**)

**Dubai contracting Co. Dubai**

***Achievements/Tasks***

Hardworking Store and warehouse management professional versed in all aspect of running a successful operational store including opening and closing procedure.

**Store management strength:**

**Inventory Management Vendor negotiation**

**Book Keeping Operational Improvement**

**Marketing and advertising Business Generation**

**Language Known:**

I can well communicate in English &Hindi also; I do understand Urdu and Punjabi.

**Personal Details:**

Name: Abdul Gaffar  
Date of Birth: 21/04/1982   
Employment Status: looking for Job   
Relationship status: Single

**References:**

Name: Paul Turner   
Email: PaulTurner@wj-me.com  
Position: Overseas Director

I hereby declare the above information mentioned is true best of my knowledge.

Date

**ABDUL GAFFAR**