

MOHAMMAD MUDASSIR UDDIN

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CAREER OBJECTIVE:

To use my skills in the Best Possible way for achieving the company's goals.

PROFESSIONAL WORK EXPERIENCE

Organization : GLOBAL FZE (UAE)
Tenure : February 2019 – April 2021
Designations : Logistics Executive

Responsibilities:

- Solely handling all customs duties & Preparing Duty Exemption Documents.
- Preparing customs Bill of Entry, Exit Certificate, Inspection Booking, Declaration, Gate Pass & Clearing Export Shipments.
- Preparing documents from Chamber of commerce and Attestation by Embassy.
- Making Sales Invoices and updating the stock on a regular basis.
- Answer telephones and respond to inquiries from clients and participants.
- Handling orders by phone, email, or mail and checking the orders have the correct prices, discounts, and product numbers.
- Inputting orders, ensuring they are processed according to customer requirements, and ensuring all orders are accurate and delivered on time.
- Developing and maintaining filing systems so as to maintain sales records, prepare reports.
- Keeps customers informed by forwarding notice of item availability, shipment date and method, and current status; answering questions.
- Plan and track the shipment of final products according to customer.

PROFESSIONAL WORK EXPERIENCE

Organization : MEAPTASHI FZE (HVAC) (UAE)
Tenure : APRIL 2016 – February 2019
Designations : Asst. Purchase Executive

Responsibilities:

- Preparing Purchase orders for local and overseas suppliers.
- Appointing agents to clear containers from port.
- Responsible for all divisional purchase orders.
- Preparing/handling Import Letter of Credit. .
- Compare products deliveries with issued purchase orders and contact vendors when there are discrepancies.
- Solely handling the entire Imports / Logistics operations.
- Following up the documents to for local/import shipments.
- Verifying all local and overseas purchases based on issued order and pricing.
- Review freight rates & other transportation costs to keep working costs low.
- Plan and track the shipment of final products according to customer requirements.
- Keep logs and records of warehouse stock, executed orders etc.
- Liaise with warehouse staff to ensure all products arrive in good condition.

ACADEMIC EDUCATION

Bachelor Commerce -Osmania University, Hyderabad.

Intermediate - IPE Board, Hyderabad.

CERTIFICATION/ ADDITIONAL SKILLS

MS Office: MS Word, MS Excel and Outlook.

ERP Packages: ERP Tally, Pact & Peachtree.

PERSONAL INFORMATION

Birth date : 7th August 1993

Marital Status: Single

Nationality : Indian

Languages Known: English, Hindi and Urdu.

I hereby acknowledge that the information furnished above is correct to the best of my knowledge and understanding.

Signed,

Mohammed Mudassir Uddin