

Curriculum Vitae



Mohammed Althaf

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Objective

To secure a responsible position and career growth opportunities that would enhance my Education, knowledge, talent, skills utilized for the benefit of the organization and success to my personal and professional life.

Professional Profile

- * Pleasant personality with an aptitude for hardwork.
- * Excellent interpersonal skills, Interactions with individuals at all levels readily developing rapport with clients and colleagues.
- * Expertise in developing good relation and rapport with new customers.
- * Goal oriented, Honesty, Trustworthy and a will to achieve.
- * Effeciently manage multiple tasks simultaneously and coordinate time effectively.

Professional Experience

Mapei Construction Chemicals LLC. 2017 March – 2019 April

Location : DIP - Dubai

Position in Company : Customer Service Representative - CSD

Job Profile:-

- Customer LPO processings in to System.
- Multiples checking the order cknowledgments. Such as Price, Warehouse code, Storage location, Article Numbers, etc...
- Cross verification of Order acknowledgements against Customer LPO processed by other staff.
- Monitoring the errors in the Order acknowledgments. In order to reduce Product returns, Credit notes etc...
- Open orders updation with new shipping dates after checking with Project engineers / KAM
- A constant touch with customers about their order updates and the requirement of material. stock status, ETA, etc...
- To Co-ordinate with production department to get material avaiability for the material are available at minimum stock levels.
- Provide the approximate shipping plan after getting the material packing details / Volumes of material from the Logistics.
- Co-ordinate and correspondence with over seas customers about their orders and to provide shipping status updates.
- Co-ordinate with Freight forwarders for getting the Vessel ETA, Placing the Containers,
- Processing of Export Documents after Delivery note issued by logistics department.
- To dispatchment of Original export documents to client destination.

BASF Construction Chemicals UAE LLC. 2014 – 2016

Location : DIP - Dubai

Position in Company : Accounts Assistant – Credit control Dept:

Job Profile:-

- Processings / Generating / Updation of Invoices on daily basis. (for the Customers and Inter companies)
- Sending / Despatching of Invoices to Customers after preparing the document transmittal letter.
- Segregating Invoices on daily basis (for Postal dispatches, With attachments and without attachments)
- Sending Invoices to to Oman, Qatar Kuwait offices daily basis.
- Arranging dispatch of all Invoices to Local customers to their offices / Site wise. Getting the Acknowledgments and Filing. (Hand delivery, Courier , E-Mail etc...
- Follow-up with customers to get the Invoice receipt acknowledgments.
- Sending the Invoices to (Accounts Payables) overseas customers with Periodic account statements.
- Preparing Receipt Vouchers for the Credit amounts based on Bank summary
- After getting payments from customers, Preparing the Receipt Vouchers with Invoice details for payments and forwarding to Accounts Receivable team for posting and allocations.
- Customer account statement faxing, e-mailing to Customers.
- Preparing the Purchase Orders in system for all printer cartridges, components to Vendors. Depending the stock availability.
- Followup with Vendors to get the material and Invoices.
- After getting the Invoices from Vendor, prepare the GR Number on the Invoice and scanned copy forwarding to Accounts Payables.

BASF Construction Chemicals UAE LLC

Location: Dubai / Sharjah.

Position in Company : Logistics Co ordinator 2005 – 2014 August

Job Profile :-

- Sales Order Processing for Cash and Credit Customers. (for collection and Delivery)
- Maintaining Material stock levels at Sharjah Warehouse sales depot.
- Checking the availability of the products, Monitoring shelf life of the products, Moving the Quarantine material to specific area.
- Maintaining Warehouse tools and equipments arranging Inspection for the Forklifts services.
- Follow up on outstanding sales orders.
- Maintain cash and deposit day to day cash sales to Bank.
- Co ordinate with production for for the availability of the materials.

- Co ordinate with sale engineers with customer contacts for delivery.
- Co ordinate with warehouse to transfer the stock required for the warehouse depot.
- Maintain the proof of delivery for collection and bank deposit vouchers for cash sales and forwarding to Credit control team.
- Delivery planning, Transport arrangement, TM updates change status 'shipment start' after delivery.
- Ensure delivery takes place as per site requested dates.
- Forwarding of pricing error LPO to Customer service team to get approval from Sales engineers.
- Attachching the Picking list, LPO and Proof of Delivery Note upload in to system.
- Preparation and Forwarding of warehouse Forklift operators time sheets.
- Maintain the documents – Tenency Contracts, Trade Licence, Municipality documents of Sharjah warehouse.

AHI International SAIF zone Sharjah – U A E (August 2004 to May 2005)

Location : SAIF zone. Sharjah.

Position in the Company: Logistics Co ordinator.

Job Profile :-

- Export Shipment handling.
- Co ordination with Freight forwarders for the collection fo goods from Warehouse.
- Follow up with freight forwarders for the documents.
- Submission of LC documents.
- Well versed with Freezone Customs documentations.
- PSI – Pre shipment inspection finalisation with BV, Cotegna, ITS etc...
- Preparation of Commercial documents for the clients, etc...
- Preparation of Customs Invoice, Freezone Bill of Entry, Warehouse stock checking, loading operation etc...

Transoceanic Projects ME LLC (shipping company) (September 2001 to July 2004)

Location : Dubai.

Position in the Company: Shipping Co ordinator.

- Worked for all types of Project Freights, Updating shipment status report. Etc... Assinged for **PETROFAC International** Sharjah. Process each Purchase orders with **Expeditors of Projects**.
- Collection and forwarding of Purchase orders from Procurement department to International freight forwarders.
- Co ordinating with **Vendors** and project freight frowarders for executing the shipments from world wide.
- Get the Material safety date sheet, Test certificate and Confirmity certificates from Engineering department and planning the shipments.
- Preparation shipping documents, Documents transmittals, and delivery to Clients.

Name of Projects Shipments handled :-

- a) Greater Nile Petroleum Operating Co Ltd. (GNPOC) Sudan.
Diffra field production facilities and flow lines project.
- b) Al Furat Petroleum company – Syria.
Fifth frame six gas turbine generator project.
- c) Qatar Petroleum.
EPIC for NFGP modification works.
- d) Chennai petroleum corporation Ltd. India
CPCL, 3MMTPA project.
- e) Greater Nile petroleum Operating Co Ltd. (GNPOC) Sudan.
Munga field facilities and pipeline project.
- f) Qatar General petroleum Company.
Khuff wellhead treatment plants utilities upgrade.
- g) Kuwait Oil Company.
Upgrade of gathering centre 23 Capacity.

Euro Gulf Shipping LLC (2000 June up to July 2001)

Location : Dubai.

Position in the Company: Shipping / Freight forwarding operations executive.

- Worked as Shipping / Freight forwarding operations executive for all types of Freight Operations in **Contship Container Lines**.
- Organise export Containers from various shipping lines and arranging Transportation to Vendor premises.
- Prepare the Customs documents export formalities.
- Arrange clearance of Import containers from Ports and onward site delivery.
- Creation and conclusion of Job report file. after the necessary inputs and attachments, handing over to concerned Sales team.

Fun Fitness Trading / Sakar Corporation. (1993 - 2000)

Location : Dubai.

Position in the Company: Sales in charge of Showroom.

- Worked as a Secretary and Office assistant.
- Preparation of Quotations / Offers etc...
- Worked as Public relation officer (Emigration, Airport, Visa and other related matters)
- Having good knowledge about UAE markets.

Educational Qualifications :-

- * Bachelors of Arts (B.A) Graduate. Approved by Government of India. : University of Calicut .
- * Pre – Degree. Approved by Government of India. : University of Calicut .
- * Matriculation / SSLC : Kerala state Education Dept:
- * Passed 'NCC' (B) Certificate Examination. : Ministry of Defence. Govt of India.
- * Successfully completed the course of Electrical Wiring.

Computer Proficiency : -

- * Operating System : Windows 7, 8, 10
- * Packages : SAP cobalt, Web Gate 400 V7.0
- * : MS Office applications, Lotus notes, Outlook, E Mail / Internet
- * : MS Word, Excel

Secretarial Skills:-

- : English and Arabic typing skills.
- : International Business Self correspondence.

Activities / Hobbies :-

- : Reading books, Travelling, Philatelist and Numismatist.
- : Antiquarian.

Sports:-

Member of 'Brothers Cricket Club' Kerala State.

Reference : Furnish upon request.

Personal Details

Date of Birth : 29/04/1971
Nationality : Indian.
Gender. : Male.
Marital Status. : Married.
Languages known : English, Urdu, Hindi, Arabic & Malayalam.
(Read / Write / Speak)
Visa Status. : Visit Visa.
Passport No. : A8063323
Current Location staying : Sharjah.
Mailing Address. : Shukriya Manzil, Main Road, Thalassery 1. Kerala – India.

Declaration: I hereby declare that above mentioned particulars are correct upto my knowledge and ability.
I bear the responsibility for the correctness of the above mentioned particulars.