

FAZURUDEEN TAZUDEEN

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Location: **Riyadh – Saudi Arabia.**



SUMMARY

Experienced and Pro-active supply chain management and logistics professional with 10+ years of diversified work experience. Skilled in logistics coordination, procurement, Sales Development, Logistics analytics, operations and Warehouse management.

SKILLS

- * MS Excel Advanced
- * Supply Chain Optimization
- * Adobe Photoshop CS
- * SQL Server 2008
- * SAP-ERP
- * MS Office
- * Demand & Supply Planning
- * E-Commerce
- * Mirsal-2 (Dubai Trade)
- * Oracle-EBIZ
- * Process Improvement
- * Sales Development

PROFESSIONAL EXPERIENCE

Sales Officer & Retail Assistant Manager French Fragrance LLC.,

Dubai, UAE

JAN 2024 – JUN 2024

- * Identify and pursue new business opportunities through prospecting, cold calling, and networking.
- * Build and maintain relationships with clients to understand their needs and preferences.
- * Present and demonstrate products or services to prospective clients.
- * Negotiate contracts and pricing terms to close sales deals.
- * Collaborate with internal teams to ensure timely delivery of products or services.
- * Track sales activity and maintain accurate records using CRM software.
- * Provide regular updates and reports to management on sales performance and market trends.

Supply Chain Coordinator Gulf Drug LLC.,

Dubai, UAE

DEC 2021 – JAN 2024

- * Managed client's logistics, warehouse, and inventory aspects & provided optimal solutions.
- * Coordination, communication and negotiation with various suppliers.
- * Maintaining relationships with suppliers while continuously scouting for new vendors.
- * Handled all procurement needs at organizational level by connecting & sourcing through approved vendors.
- * Communicate & resolve logistical process issues, provide reports, & support top management in taking decisions.
- * Collaborated closely with the Operations team to maximize space utilization efficiency.

Transport Coordinator Private Transportation.,

Riyadh, Saudi Arabia

OCT 2017 – FEB 2021

- * Researched affordable transportation methods and performed safety audits on equipment.
- * Identified appropriate travel routes in accordance with applicable traffic & bulk cargo transportation laws, regulations, protocols and guidelines.
- * Determined most effective mode and routing of materials to customer locations and company facilities.
- * Dispatch drivers to complete deliveries.
- * Record shipment details on the computer system. Respond to client feedback or complaints. Review driver

logs, prepare pay slips for drivers.

Customs Clearance Coordinator
Crawford Middle East LLC.,

Dubai, UAE.
AUG 2013 – SEP 2015

- * Executing all Tasks as per requirement of the operations department.
- * Maintain registers and reports for Import and Export Operations.
- * Processing Bill of Entry for customs documentation in E-MIRSAL 2 IN DUBAI TRADE WEB PORTAL.
- * Daily and Monthly Invoicing to Clients. Handling the entire Job requirements for Shipments.
- * Co-ordinate with Transporters, Messengers, Shipper & Consignee for effective deliveries and collection.
- * Organize Land Transportation for inbound and outbound. LCL/FCL shipments coordinate multi point loading and monitor the movements. Communicate / correspond with Consignees Send pre-alerts / pre advice / arrival notice and ensure timely issuance of delivery orders, clearance and Delivery of Shipments.
- * Facilitate shipment status update to customers through Monitoring Movements from Origin to Destination. Customer feedback on shipment status, and maintain a cordial relationship to build future business.

Storekeeper cum Inventory Controller
Retail Logistics LLC., (SHARAF GROUP)

Dubai, UAE
OCT 2011 – AUG 2013

- * Assist with receiving, unloading, counting and stocking physical inventory in the warehouse.
- * Open boxes, crates and other containers. Ensure orders are process efficiently and that the delivery of materials meets customers' expectations and business timelines.
- * Ship and fulfil customer orders in Inventory system, inputting appropriate tracking numbers and links.
- * Pick items according to the Order form, pack item according to specified packing guidelines.
- * Inspect items to ensure they are not damaged or faulty and adjust inventory accordingly.
- * Order new supplies in a timely manner, including pre-paid shipping packaging, stationary, tissue paper, boxes, etc.
- * Maintain safe and clean work environment by keeping shelves, inventory space and work stations neat; sweep and vacuum. Wear the proper safety equipment.
- * Organize warehouse and work area for orderliness at all times.
- * Communicate and collaborate with other team members. Train and guide new warehouse workers.
- * Perform stock takes bi-annually on all products in the warehouse.
- * Monitor and maintain stock accuracy by ensuring physical stock is in line with the inventory management system and ensure all stock movements are record to ensure accuracy.

EDUCATION

B. SC – Information Technology
Mass College of Arts & Science (BHARATHIDASAN UNIVERSITY)

Kumbakonam, India
2006- 2009

AREAS OF EXPERTISE

- * **Logistics - Supply Chain Management**
- * **Logistics Coordination**
- * **Project Management**
- * **Inventory & Warehouse Management**
- * **Data Entry & Document Analysis**
- * **Customs & Operation Coordination**
- * **Freight Forwarding**
- * **Operations Management**
- * **Procurement & Product Distribution.**

LANGUAGE

ENGLISH TAMIL HINDI MALAYALAM ARABIC