

CURRICULUM VITAE
SHAIK JAMEELUDDIN

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APPLIED FOR: STORES / CO ORDINATOR (STOREKEEPER / SALES / ADMIN)

EXECUTIVE SUMMARY: I currently employed at Al Amer Group as a Sales Coordinator and Administrative Assistant. With over **28 years of experience** in sales coordination and administrative roles. With a strong foundation of **20 years of experience in Saudi Arabia**, I owns a deep understanding of the local market and business practices.

PROFESSIONAL EXPERIENCE:

I have total 28 years of experience. 20 Years experience in the Kingdom of Saudi Arabia and 8 Years in India. (4 years as Sales Coordinator & Admin Asst. & 4 Years as Lab Asst.)

WORK EXPERIENCE:

Name of Company: Al Amer Advertising Co Ltd. Aug 2004 to Till Date (Sales & Admin Coordinator)

Name of Company: Unicorn Organics Ltd. WGL-Telangana, IND. June 1999 to Dec-2003 (Admin Asst)

Name of Company: Unicorn Organics Ltd. Warangal-Telangana, IND. 1995 to 1999 (Lab Asst)

QUALIFICATIONS:

- 1.Master of Arts in Social Sciences (M.A.) from Kakatiya University, Warangal, India, 1998.
- 2.Bachelor of Arts in Social Sciences (B.A.) from Kakatiya University, Warangal, India, August 1995.
- 3.Diploma in Computer Applications, from the Institute of Soft Tech Computer Education, Warangal, India. MS Office: MS Word, MS Excel, MS Power Point & MS Photoshop

SKILLS

1. Languages Known : English and knows Manageable Arabic, Hindi and Urdu.
2. Computer Awareness : MS Office – Word, Excel, Power Point, Outlook & Adobe Photo Shop.
3. Operating Systems : Ms-Dos, Windows 9x, ME, XP & NT
4. Hardware : Installation, Assembling, Trouble Shooting

STORE KEEPER, SALES & ADMIN COORDINATOR - Aug 2004 to Till Date

- **Store Inventory Management:** Responsible for managing and organizing store inventory. In charge of receiving, storing, and issuing materials. Maintained accurate stock records and ensured proper storage. Handled daily operations of the store and supervised stock movement. Maintained stock levels, coordinated with the sales team for material ordering, and updated weekly stock reports.
- **Sales Support:** Coordinate with the sales team to prepare proposals, submit quotes, and follow up on quotes, Prepare presentations, spreadsheets, Process the Purchase orders, and issue invoices.
- **Logistics and Order Fulfillment:** Managed logistics for material delivery, Overseeing import customs clearance to ensure timely release of materials, coordinating with finance for invoicing and payment follow-up.
- **Client Relationship Management:** Maintained client records, supported sales team in prequalification and registration processes, and followed up on order bookings. Support sales team, includes scheduling meetings, preparing sales materials, and processing orders.
- **Vendor Management:** Coordinated with suppliers for logistics and new material orders, managed supplier payments.
- **Marketing:** Support marketing initiatives by coordinating promotional events and generating leads through social media engagement, actively involved in coordinating with the event companies for the stalls in the exhibitions.

- **Service Operations:** Supported service-related jobs, ensured timely report and invoice submissions.
- **Administrative Tasks:** Managed administrative tasks such as timesheet maintenance, vacation planning, and travel arrangements.
- **Problem Solving:** Respond to complaints from customers and give after-sales support when requested.

LAB ASST: Unicorn Organics Ltd. Warangal-Telangana, IND. 1995 to 1999 (4 Years)

- Worked on Water Treatment Project, Assisted in the preparation of chemistry instructional lab materials, including chemical solutions, equipment, and supplies and other duties as assigned.
- Coordinate maintenance of laboratory equipment. Schedule preparation of lab experiments.
- Assists to chemistry preparation of all lab tests.
- Communicate with science faculty regarding special needs and maintenance of laboratory facilities.
- Maintain inventory system of all science supplies and special equipment's.
- Coordinate purchasing of all science supplies and special equipment's.

PERSONAL PROFILE:

Date of Birth	:	16 April 1971
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Married
Linguistic Skills	:	English, Arabic, Hindi, Urdu & Telugu
Driving License	:	Holding a valid Saudi & Indian Driving License

DETAILS OF PASSPORT

Passport Number	:	X 5898583
Place of Issue	:	Riyadh, Saudi Arabia.
Date of Issue	:	05 April 2023
Validity up to	:	04 April 2033

The above information is true to the best of my knowledge. I hope that you will consider my candidature for a suitable opening. I have good knowledge and a professional approach towards my duties. I assure you that I would endeavor and dedicate myself to give my best efforts to the organization.

Thanking you for your kind consideration.

Shaik Jameeluddin