

MOHAMMAD KALAM U

UAE- Dubai

MOB: 00971503894332

kalamudhiyanathil@gmail.com

kalamu006@gmail.com



To have a job that would enable me to use my talent and skills as well as contribute to organization's goals and which would provide excellent opportunities for career advancement and personal growth

WORK EXPERIENCE

<p>Kerala Roadways (KRS) Kerala- India</p> <p>Logistics Coordinator (July 2020 – August 2021)</p>	<ul style="list-style-type: none">✓ Manage orders and arrange stocking of materials and equipment to ensure they meet needs.✓ Plan and track shipment of final products according to customer requirements.✓ Communicate with suppliers, retailers and customers to achieve profitable deals and mutual satisfaction✓ Maintain logs and records of warehouse stock and executed orders✓ Recruit and coordinate logistics staff (e.g., truck driver's) according to availabilities and requirements✓ Prepare accurate reports for upper management✓ Arrange same-day deliveries whenever possible✓ Prepare accurate invoices
<p>Vodafone Qatar (Vistas Global WLL-Channel Partner)</p> <p>MIS Executive (April 2019 – May 2020)</p>	<ul style="list-style-type: none">✓ To provide sales MIS on Daily, Weekly and monthly basis.✓ Receiving, verifying and submitting applications from the sales agents and forwarding to the activation teams.✓ Coordinating with sales team and providing them necessary information and requirements (Routers, MSISDN Numbers etc.)✓ Getting approvals from concerned departments in order to process the case.✓ Resolving customer complaints related to Billing, Plans and technical issues by coordinating with Business care Team, Technical Team etc.✓ Ensure adherence to laws and policies.
<p>First Abu Dhabi Bank (FAB)</p> <p>Sales Coordinator/Sales (June 2016 – July 2018)</p> <p>Abu Dhabi Islamic Bank (ADIB)</p> <p>Sales Coordinator/Sales (Dec 2013 – April 2016)</p>	<ul style="list-style-type: none">✓ To provide sales MIS on Daily, Weekly and monthly basis.✓ Coordinate sales team by managing schedules, filing important documents and communicating relevant information.✓ Ensure the adequacy of sales-related Documents or material.✓ Store and sort financial and non-financial data in electronic form and present reports.✓ Handle the processing of all orders with accuracy and timeliness.✓ Inform clients of unforeseen delays or problems.✓ Monitor the team's progress, identify shortcomings and propose improvements.✓ Respond to complaints from customers and give after-sales support when requested.

	<ul style="list-style-type: none"> ✓ Assist in the preparation and organizing of promotional material or events ✓ Ensure adherence to laws and policies. ✓ To Achieve the agreed individual sales targets, ensure compliance with the bank's policies and procedures ✓ To build and maintain effective business relationship with customers. ✓ Promote bank retail products and services to potential customers by making proactive sales effort and capitalizing on cross selling
City Exchange LLC –UAE Teller Cum Counter Clerk (Nov 2011–Nov 2013)	<ul style="list-style-type: none"> ✓ Teller, Remittances, Foreign Currency Exchange and Customer service. ✓ Telex Transfer, Demand Draft and Wire Transfer (Western union, Instant Cash and Express Money). ✓ Account Opening of Indian nationalized Banks. ✓ Marketing Products of State Bank of Travancore. ✓ Salary processing of different companies through WPS
Union Movers- UAE Logistics Coordinator (Feb 2010 –Oct 2010)	<ul style="list-style-type: none"> ✓ Manage orders and arrange stocking of materials and equipment to ensure they meet needs. ✓ Plan and track shipment of final products according to customer requirements. ✓ Communicate with suppliers, retailers and customers to achieve profitable deals and mutual satisfaction ✓ Maintain logs and records of warehouse stock and executed orders ✓ Recruit and coordinate logistics staff (e.g., truck driver's) according to availabilities and requirements ✓ Prepare accurate reports for upper management ✓ Arrange same-day deliveries whenever possible ✓ Prepare accurate invoices

ROLE AND INDUSTRIAL EXPOSURE

Employer	Role	Industrial Exposure
Kerala Roadways (KRS)	Logistics Coordinator	Logistics
Vodafone Qatar	MIS Executive	Telecommunication
First Abu Dhabi Bank-UAE	Sales Coordinator / Sales	Banking
Abu Dhabi Islamic Bank-UAE	Sales Coordinator / Sales	Banking
City Exchange LLC –UAE	Teller cum Counter Clerk	Financial Service
Union Movers- UAE	Logistics Coordinator	Logistics

EDUCATION & CERTIFICATES

Institution	Qualification	Year
Sikkim Manipal University	Master of Business Administration (Marketing)	2009 – 2011
University of Calicut – India	Bachelor of Commerce	2005 – 2008
Central Board of Secondary Education- India	Plus Two (Science)	2003 – 2005
Training Programme and Certificates	AMLCFTT & DUE DILEGENCE (The Anti Money Laundering Regulations of central bank of the UAE)	City Exchange LLC

KEY SKILLS

Skills	•Communication Skill, Sales Skill, Administrative Skill, Nonverbal communication Skill
Computer Skills	•MS Office (Excel, Word, Pivot Table, Outlook, Power Point), Tally
Strengths	•Flexibility and Adaptability, Positive Attitude, Goal Oriented, Team Player
Languages	•Fluent in English, Hindi, Malayalam, Arabic (Basic)
Interests and Hobbies	•Music, Numismatics Collection, Photography, Travelling
Others	•College Cricket Team Captain. •College Commerce Association Secretary (2006-2007)

PERSONAL PROFILE

Name	Mohammad Kalam Udhiyanathil
Date of Birth	10th March 1986
Marital Status	Married.
Nationality	Indian
Passport no:	S5821116

Reference

Mr. Ovez Sales Supervisor First Abu Dhabi Bank Mob no: 0097150 9678778	Mr. Muhammad Sijil Sales Supervisor Abu Dhabi Islamic Bank Mob No: 0097150 2671071	Mr.Hatem Manager Vodaphone Qatar Mob No: 0097477779480
Mr. Nazeer Manager Kerala Roadways (KRS) Mob No: 00919847181999	Mr. Saneem HR Vista Global (Vodaphone Qatar) Mob No: 0097431312788	

I hereby declare that all the information mentioned above is true to the best of my knowledge and belief.

PLACE: United Arab Emirates-Dubai

DATE: