

# HAMDAN ALI

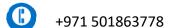
E-COMMERCE / INVENTORY CONTROLLER / ADMIN



### ABOUT ME

Dedicated and responsible office administrator with experience in admin and purchase, proficient in customer service, client management. Passionate and motivated with a drive for excellence seeking a position where I can utilisemy skills and experience to perform at high levels against achieving the company's goal.





Dubai - UAE



# SKILLS

8 / 10

Communication Skill

8 / 10

Solving Issues

7 / 10

MS Excel / Office

10 / 10

**Emailing & Social Medial** 

7 / 10

Multi-Tasking



### **CAREER EXPERIENCE**

2021 – 2023 ECOMMERCE / INVENTORY CONTROLLER – AL MADINA GROUP – DUBAI

#### • ECOMMERCE.

- Tracking & receiving online customer ordering and assigning merchandisers to collect the items as per customer.
- Assigning delivery schedule to delivery team and assisting them.
- Delivery tracking and confirming safe delivery of goods with the customers.
- Monitor sales, promotions, marketing and social media programmes, and activities over digital platform.

#### • <u>INVENTORY</u>.

- Monitors and maintains current inventory levels.
- Sales collection daily reconciliation and handing over cash box
- Records purchases, maintains database, performs physical count of inventory, and reconciles actual stock count to computer-generated reports
- Coordinating the logistics of purchase orders, stock transfers, deliveries, tagging, and processing.
- Maintaining and updating records of purchase orders, pricing reports, and inventory records.
- Performing regular stock checks and reporting any issues to the supervisor.
- Tracking inbound and outbound orders to prevent overstocking and out-of-stock (OOS).

#### 2021 ACCOUNTS & ADMIN TRAINEE – IVEND – QATAR(3MONTHS).

**ACCOUNTS:** Recoding & filing daily petty cash transaction.

- Handling accounts payable and releasing payments as advised by Manager.
- Preparing aging report for accounts receivable.
- Preparing quotations & invoices and filing cash transaction.
- Entering financial information into appropriate software programs.
- ADMIN: Preparing Client proposal, forwarding and follow-up
- Ordering office stationery and other related items.
- Filing & maintaining official documents and client contract.
- Preparing excel customer call tracking and coordinating with salesteam.
- Provide price information to customers regarding specific offers.

#### **LANGUAGES**

ENGLISH : FLUENT
ARABIC : BASIC
HINDI : FLUENT
MALAYALAM : FLUENT

#### 2020 – 2021 SALES - AIRTEL TELECOMMUNICATION – INDIA (1 YEAR)

- Served customer with knowledgeable, friendly support at every stage of shopping and purchasing.
- Functioned as backup in areas of sales support and services.
- Provided pricing information to customers regarding specific offers.
- Promoting products to achieve the desired monthly sales

## 2020 PROJECT WORK – INDIA

#### PEPSI COMPANY - SALES COMPARISON OF SOFT DRINKS

- Conducted customer survey through direct approach with 50+ people.
- Sales comparison of soft drinks as per customer preference.
- Marketing Strategy and Client Buying capacity based on size/ml/ltr.

# MUSIC

TRAVELLING

**INTERESTS** 

GAMING MOTOR SPORTS FOOTBALL

### **PERSONAL DATA**

DOB : 12 DEC 1999
NATIONALITY : INDIAN
PASSPORT : V2220542
MARITAL STATUS : SINGLE

VISA STATUS : EMPLOYMENT



**2021** BBA DEGREE – UNIVERSTY OF CALICUT – INDIA

**2018 12TH GRADE** – INDIA

**2016 10TH –** CBSE BOARD – INDIA