



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 utilise my skills and experience to perform at high levels against achieving the company's goal.



Dubai Investment Park
Dubai - UAE



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SKILLS

8 / 10

Communication Skill

8 / 10

Solving Issues

7 / 10

MS Excel / Office

10 / 10

Emailing & Social Media

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.
- **INVENTORY**
- 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

INTERESTS

TRAVELLING
MUSIC
GAMING
MOTOR SPORTS
FOOTBALL

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.

PERSONAL DATA

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



EDUCATION

2021
2018
2016

BBA DEGREE – UNIVERSITY OF CALICUT – INDIA
12TH GRADE – INDIA
10TH – CBSE BOARD – INDIA