

# MUHAMMAD MUDASSAR AKBAR

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A2Y Construction Fujairah UAE.



## **OBJECTIVES:**

To work in a challenging and growth oriented environment where I can prove my abilities and skills.

## **PROFILE OUTLINE:**

### **Total more than 18 years of professional experience.**

5 years of sales and marketing experience in the field of Construction and Maintenance based in Fujairah, UAE and 13 years of sales, marketing in import & Export, logistics, freight forwarding and cargo companies including Documentation in shipping lines, inventory and transport arrangements.

### **Having emirates driving license valid till 2024**

My capabilities are analytical thinking, strategic planning, and result-oriented and good team player with an appetite for learning and self-development and capacity to work independently and manage a team well.

DATE OF BIRTH: December 31<sup>st</sup> 1975

## **PROFESSIONAL EXPERIENCE**

### **SALES REPRESENTATIVE - A2Y Construction and Electromechanical LLC. Fujairah, UAE**

(Construction company)

JUN. 2014 – TILL DATE

Nature of my work is sales and marketing. My activities are to identify the potential customers, sending company profiles and introductions, contacting them by emails and telephonic conversations and by getting appointments with the appropriate persons for meetings, to create relationships to book construction projects, composing and sending the quotations, negotiating the prices and related matters. To coordinate with engineering and operational departments (people) for handling smooth running of the projects (work as a bridge between customer & our operational team). To inspect the work during execution of the projects and to update customers regularly to retain the customers for satisfaction and keeping in line with customers' requirements, demands and follow up the payments receivable with the customers.

### **MANAGER - COMBINED FREIGHT INTERNATIONAL.**

(Freight forwarding company)

JAN. 2012 – TO JAN. 2014

My work was to look after all the office and staff activities, to assign the duties to the staff members, to monitor and guide them in performing their duties, reporting to head office. To make it sure that the cargo movement was smooth from booking till delivery, take necessary actions time to time if needed to solve day to day problems, online reporting etc. Contact with the new agents for import movement and better freight rates. To remain in touch with the customers to retain them by serving in the best way, the shipping lines and also clearing agents for custom clearance of cargo and be updated with appropriate custom laws to avoid penalties and extra charges. To give the best planning and solutions to customers for their cargo movement according to the customer's needs.

### **SALES EXECUTIVE - DAMCO PAKISTAN PVT LTD. (Subsidiary of AP Moller - Maersk Group)**

(Supply-chain company)

JUN. 2010 – DEC. 2011

I was the part of the company's sales team and nature of my work was to find the customers of import and export using all available sources. My work was to contact with the customers using different techniques, like emailing, telephonic calls and visits. To book their shipments by giving them the best solutions for both rates and services. To coordinate with operational team to ensure the best of the services all the times for supply-chain activities and smooth delivery of both the documents and shipments and reporting to head office. Give the best solutions to the customer for logistics problems, online reporting etc. Communicate with the office worldwide for better services and rates.

## **SALE EXECUTIVE - DYNAMIC SHIPPING SERVICES**

(Freight forwarding company)

JULY 2005 – May 2010

My major work responsibility was to find out the export customers, meeting them, and booking their cargos for different destinations. To achieving my sales target and provides my best services before and after sale following the rules and regulation set by the company and to coordinate with the operational team for smooth delivery of the cargos.

## **CUSTOMER SERVICES EXECUTIVE - e2e LOGISTICS ( MEGA GROUP )**

(Supply chain company)

MAY 2004 – JULY 2005

My work was to look after over all office work, assist sales team and to provide information to customers according to their logistics needs, to give updates to both the sales team and customers regarding the cargo and documents status. To get the necessary documents from the customer and to prepare or assist them in preparing these documents if not available, to fulfill the requirements of the shipping lines, customs and all other authorities, to remain in touch with all the related people for smooth delivery of the document to the customer and the smooth and timely delivery of the cargo at destinations.

## **DOCUMENTATION ASSISTANT & CUSTOMER SERVICES EXECUTIVE - UNITED MARINE AGENCIES**

(Shipping line agents of Hamburg Sued (Ellerman), HMM, CCNI etc)

DECEMBER 2001 - APRIL 2004

My work was to handling official documents and related matters of the shipping lines. My responsibilities were to prepare and print bills of lading, to manage, arrange office files and documents (record keeping). To update the online data, to send manifests and messages to head office as well as principal shipping lines about the professional matters. To provide timely information to the customers and the shipping lines related persons and related offices regarding the documents and cargo status. To make sure all the data is transferred to the related people in the related shipping line office and branch on time to avoid any discrepancies or problems.

## **SKILLS**

### **MANAGEMENT SKILLS**

Can manage office as well as field activities in a well-organized manner, can also manage a team of people to control the work flow with quality and strategic planning.

### **COMPUTER SKILLS**

High level proficiency in windows and MS-Office with full command

### **COMMUNICATION SKILLS**

Having an ability to communicate in professional style in solving day to day matters in both written and orally.

### **LANGUAGE SKILLS**

English , Urdu and Punjabi

## **EDUCATIONIONAL QUALIFICATION**

### **MASTER OF SCIENCE IN INFORMATION TECHNOLOGY (MSIT - 2001)**

PRESTON INSTITUTE OF MANAGEMENT SCIENCE AND TECHNOLOGY KARACHI, PAKISTAN

### **DIPLOMA IN COMPUTER APPLICATIONS (PGD) I year**

AIOU UNIVERSITY ISLAMABAD, PAKISTAN

### **BACHLOR OF SCIENCE (BSC)**

ISLAMIA UNIVERSITY BAHAWALPUR, PAKISTAN