

HANIF MADAKIYA

Deira, Dubai - UAE

0569 474706 / haneefmadakiya@gmail.com

UAE Experience : 10+ Years | Total Experience : 17 Years



Seeking a position in collaborative and energetic work environment where I would be able to utilize my professional management and leadership skills.

Employment History

Worked as Market Salesperson at Aniq Malabbis Textile Trading LLC – Dubai, UAE. From November 2021 till now.

Roles and Responsibilities :

- Supervising Company Departments
- Planning and managing Salesforce in the company
- Provide market analysis of commercial tools to improve Customer Engagement & Account Management
- Scheduling works and shifts for team members
- Ensuring availability of manpower by scheduling shifts and over times
- Monitoring Emails and Help Desk queries, helping associates with providing resolutions and support to customers
- Be a Point of Contact person for external vendors
- Manage external contractors , suppliers, maintenance staff
- Oversee transport and logistics
- Oversee Loading, unloading and stocking of goods
- Organizing of meetings, displays and exhibitions of goods
- General Administrative tasks and coordinating with other departments

Worked as Salesperson at Al Mannat Star General Trading LLC – Dubai. From March 2014 to December 2020

Roles and Responsibilities :

- Be a front for all sales customer and B2B sales
- Gathering requirement and providing suggestions and detail information about products matching the customer needs fully or partially
- Executing sales, generating invoices, maintaining sales logs
- Closely working with accounts department for maintaining accounts payable and accounts receivable

- Overseeing vendor tasks, preparing work documents and work completion cards to be submitted to accounts for payable decisions
- Communicate with customers and businesses to ensure delivery of products, take confirmation of delivery, and raise invoices
- Work closely with impex agents for customs clearance of products we are importing from other countries
- Hold overall status report for all import and export operations of company and provide management with meaningful insights and suggestions

Skillset

- ➔ General Administration
- ➔ Health & Safety
- ➔ Facility Administration
- ➔ Foremanship
- ➔ Scheduling shifts and managing availability of manpower
- ➔ Email, Fax and phone communication with clients and vendors
- ➔ Sales
- ➔ Marketing
- ➔ Marketing / PR Event Scheduling
- ➔ Cargo
- ➔ Retail Operations
- ➔ Transport and Logistical operations
- ➔ Customs (Coordinate with agency)
- ➔ Strong Communication skills, Leadership skills and problem solving skills

Personal Details

Name	Hanif Madakiya
Phone	0567474706 0523758867
Education	SSC
Nationality	Indian
Marital Status	Married
Languages	English (Intermediate, Reading, Writing, Speaking) Hindi (Native, Reading, Writing, Speaking)
Passport	Valid
Visa	Residence Visa – UAE
Age	47

(Hanif Madakiya)