

# Mohammed Naizam Anzar

## SALES & ACCOUNTS COORDINATOR

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### Profile

Results-driven **Sales Coordinator and Accounts Professional** with **10+ years of experience** in optimizing operations and driving financial growth in the UAE. Skilled in inventory management, procurement, budgeting, and supply chain optimization, I have a proven track record of streamlining processes, improving efficiency, and delivering impactful results. Known for bridging the gap between sales and finance, I am dedicated to driving business success, enhancing client relationships, and contributing to organizational growth

### Professional Experience

**Jaleel Holdings LLC, MIS Team Inventory Assistant** 2014 – 2018 | Dubai, UAE  
**Key Responsibilities**

- Conducted annual stock audits to ensure inventory accuracy and compliance.
- Managed perpetual inventory systems, optimizing inventory control and reducing discrepancies.
- Analyzed van sales data to provide strategic insights for sales optimization.
- Oversaw stock levels for optimal inventory management, minimizing stockouts and overstocking.
- Implemented timely price updates, enhancing product competitiveness in the market.
- Streamlined inventory process, boosting efficiency by 30%
- Implemented cutting-edge MIS tools, reducing errors by 25%
- Led a team to achieve 100% inventory accuracy
- Developed custom reports, enhancing decision-making
- Oversaw a 50% reduction in surplus inventory

**B&J Trading LLC (Jaleel Holdings LLC), Sales & Business Finance Coordinator** 2018 | Dubai, UAE  
**Key Responsibilities**

- Oversee daily sales operations, ensuring smooth communication between the sales team and clients to ensure timely order processing and customer satisfaction.
- Manage accounts receivable and payable, ensuring accurate financial tracking and on-time payments.
- Optimize inventory levels by aligning stock with sales forecasts, minimizing shortages or overstock situations.
- Analyze financial data and generate reports to support management decisions and improve business performance.
- Collaborate with procurement and logistics teams to streamline supply chain processes and reduce operational costs.
- Build and maintain strong client relationships, resolving issues promptly to ensure high satisfaction and retention.
- Optimized inventory management, reducing waste and increasing cash flow.
- Implemented new CRM, increasing customer retention by 10%.
- Enhanced sales forecasts accuracy, improving inventory management.
- Streamlined budgeting process, cutting costs by 15%.
- Boosted sales by 20% through strategic financial planning & analysis.

**Agility Logistics, Stock Keeper** 2013 – 2014 | Kochi, India

- Maintain accurate inventory records to ensure real-time data accuracy.
- Oversee stock levels, preventing overstocking or stockouts.
- Organize efficient storage systems for easy access and streamlined operations.
- Implement inventory tracking tools for better stock monitoring and demand forecasting.
- Coordinate with procurement and sales teams to adjust stock based on demand.

### Education

**Diploma in Logistics and Supply chain Management, School of Logistics Management and Technology** 2011 – 2012 | Kochi, India

**Bachelor of Commerce (B.Com), Dr.D.Y Patil Vidhyapeeth** 2008 – 2011 | Pune, India

## Languages

• English • • Hindi • • Malayalam

## Skills

SAP	Inventory Management
Sales Forecasting	CRM Software
MIS Tools	Accounts Receivable & Payable
Strategic Planning	Data Analysis
Client Relationship Management	Market Analysis
Cost Reduction Strategies	Project Management
Inventory Audit Compliance	Perpetual Inventory Systems
Custom Reporting	Surplus Inventory Reduction
Sales Operations Oversight	Financial Tracking
Financial Planning & Analysis	Budget Management
Business Performance Improvement	Inventory Efficiency Improvement
Stock Level Optimization	Van Sales Analysis
ERP Systems	Payment Scheduling
Accounts Management	Cutting-edge MIS Implementation
Inventory Control	Financial Reporting
Order Processing	MS Office
Inventory Reconciliation	Client Account Management
Sales Data Analysis	HRMS

## References

• **Mohammad Rafi**, *Business Finance Lead*, Business Finance Lead, Dubai, UAE  
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## Declaration

I hereby declare that all the information provided in this resume is true, complete, and accurate to the best of my knowledge and belief.

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**MOHAMMED NAIZAM ANZAR**