



Meeting Title/ Name:	Management Meeting
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Date: 10-Sep-2020 Start Time: 10:00 AM End Time: 1:00 PM Location: SMSA Dubai Head Office

Attendees				
Name	Department			
Yasser Zahreddine	COR			
Amir Ebadda	SLS			
Lalit Singhi	FIN			
Dilhan Daskateer	OPS			
Justin Kuriakose	SFD			
Nigil Davis	SFD			
Mir Taqui	CSD			
Yathiraj Kotian	HRD			
Mohamed Suhail	ITD			
Sameer Salauddin	ITD			
Maridel Loretizo	COR			

Agenda					
Item	Topic/ Agenda Item	Presenter	Time		
1	UAE Wheel -July 2020	Yasser			
2	Budget Plan for 2021	Yasser			
3	Sales Plan	Amir/Mir/Nigil			
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SN. Action Item Responsible Person Action Taken/ Remarks Status Deadline



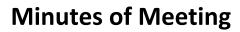


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1. OPERATIONS A. Expand Gateway **Works is on-going to get the app improvement and start the work, or obtained by end of August **AUH Customs Code is about to or bank guarantee is already received customs, we ware following with the staff recruitment is already start take place by SEP. B. Domestic OPS Expansion (AI AIn **We are reconsidering AI-Ain sate year and we might re-locate it to A load receive from he North area as of pickup that required a hub in that will look into it by NOV20 when we project. C. Opening Retail Outlets **Not proceeded due to the lockdow we are requesting to delay it until 2. PEOPLE A. Staff Survey - every quarter HR each department to know what is simprovement. What they are encowork and environment. B. Training - On going C. Staff Turnover D. Localization	expected to be obtain , the required dan submitted to the them for get it issued ted and training will in Satellite) ellite operation for this Ajman/ SHJ due to the swell as the number at part of UAE , we e advance with AUH own in Al-Ain area . end of this year .	asser Zahreddine	Closed	On-going	





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2	3. FINANCE A. External Audit B. Finacial Reporting C. Fusion Implementation D. Financial Performance E. Sales Target - Requesting Industry Manager, Freight Manager & Retail Manager to submit their plans this week on how to expand the Revenue and to hit the target required. F. Cash Collections -Finance and Sales Team are focused to collect all the money we serviced at least up to 3-4 mos collectibles. 4. CUSTOMERS A. OPS Service Level - 100& B. Expand Customer Base -95% C. Lost Revenue/Lost Customers- 100% D. Launch New Service (DG Fullfillment) - GCAA issued DG license for SMSA-UAE and first DG load connected to KSA under ELI. Fulfilment processes are on going with 4 active customers thru WMS and SECOM systems E. Marketing Strategy - No plan for 2020 F. CS Survey - Will start in November - Retail & Corporate Data Basa already shared with Marketing Team.	Yasser Zahreddine	Closed	On-going	





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3	All Department Head should submit their plans and initiate the Budget for 2021. All should be submitted to Finance Manager on or before 17th Sep 2020, for review.	Department Head	Closed	On-going	30-Sep-20
4	Industry Manager/Retail Manager & Freight Manager to submit their respective plans to increase the Volumes and Revenue.	Amir/Mir/Nigil	Closed	On-going	30-Sep-20
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