

Meeting Title/ Name:															
Date:		2-Jul-2019		Start Time:		10:30 AM		End Time:		2:00 PM		Location:		SMSA Dubai Head Office	
Attendees				Agenda											
Name		Department		Item	Topic/ Agenda Item			Presenter		Time					
Yasser Zahreddine		COR		1	General Updates -May 2019			Yasser Zahreddine							
Lalit Singhi		FIN		2	Project update/Airline and recruitment			Dilhan Dakateer M.							
Amir Ebadda		SLS		3	FTL/LTL/Airfreight volume updates			Nigil Davis							
Dilhan Dakateer M.		OPS		4	Mothly Dashboard/Licenses/Recruitment updates			Yathiraj Kotian							
Nigil Davis		SFD		5	Trace calls/ Figures/Report/Account Volumes			Mir Taqui Ali							
Yathiraj Kotian		HRD		6	AR/AP Aging & collection updates			Lalit Singhi							
Mir Taqui Ali		CSD		7	Customer Account update/Revenue Report/Lost & Gained customer updates			Amir Ebadda							
Mohammed Suhail		ITD		8	Gaps IT updates (cisco jafza connection/usb blocking/data security/recording system/conveyor system etc..)			Mohammed Suhail							
Maridel Loretizo		COR		9											
				10											
				11											
SN.	Action Item			Responsible Person		Action Taken/ Remarks			Status		Deadline				

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1	<p>We are building the operations, we are into Risk because of the volumes in KSA.</p> <p>Fullfillment issues we are securing 1 in Egypt and returned back the Bee Honey to us and big project will come which is PUMA that will increase our revenue (storage).</p> <p>CS started to be beneficial, built a team.</p> <p>Nigil taking over but more to be involve in Operations.</p> <p>We start last month provison for bonuses, the decision that we will pay bonuses this year.</p> <p>We are about to closed UPS deal.</p> <p>We signed a deal with SV to secure 3 tons a day now we have over 5 tons a day express.</p> <p>Revision of OB/IB rates to make sure that we are competetive in the market.</p> <p>We already got the location in Al Quoz, approval for budget amendment already approved.</p>	Yasser Zahreddine	Closed		

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2	<p>Dedicated volumes for economic service is in good condition.</p> <p>Awok shipments over 1000 like 1500, stick with 1000shipments only.</p> <p>Linehaul process in the airline to come on time.</p> <p>Savings of like 15-20% if we will use our own truck and people who will do the service.</p> <p>'4 to 5 Couriers will come on board at the end of July 2019 to complete the Operation team.</p> <p>Dr. Nutrition will come to have more volumes.</p> <p>We got the deal on trucks from Emirates Post.</p> <p>Bullet service & fulfillment to work out system in place</p> <p>Outsource for laborers are considered.</p>	Dilhan Daskateer	Closed	On-going	

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3	Updates for the following: Jebel Ali Connect CISCO -Connectivity of Barracuda. CISCO Devices CISCO - Call Manager Pick up self service Recording system Tracking -Road shipment (SMSA website) 3rd party scanning (EPI/API) SMS-Automation to customers Honeywell -Mobile App Converyor System Data security-blocking of usb Inventory - PC notebook Warehouse Management Syste (WMS)	Mohammed Suhail		On-going	

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4	<p>Total revenue reported for the month is lower than budget. Total collection in Bank is AED 2.674M. However, collection percentage is falling short of target due to non-recoverability of old o/s amounts. IATA Bank guarantee has been confirmed by IATA and CASS membership is approved. All other types of security deposits will be replaced with BG by end of FY19 Q3. Communication is on-going with Mashreq Bank relating to Murhaba deposits, Cash Management Solutions, POS machines, updation of SMSA Mashreq Matrix. System integration for SECOM and SIEBEL yet to be completed by KSA team. Automation required for manual invoicings and update required in SIEBEL to capture the slab rates. Also, waiting for integration of fulfillment system and advance collector in UAE. AP/AR Aging and collection updates. Outstanding balances how to recover it.</p>	Lalit Singhi	Closed	On-going	

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5	<p>Revenue growth still improving compared to previous month and starting the year, Products of Express Import and Export are in a good growth and targets is achieved, while drop in freight comes due to the loss of the top 4 clients some due to payments and some due to Service issues, follow up on prospects is heavy to cover the gap and generate new business, E-commerce is improving but still affected by the loss of 2 big clients which is Wadi and jollychic, Will continue the new business and retention Marathon to meet the targets products wise.</p> <p>a new shift is been made from Regualr channel for a sales executive to join freight team and a hiring of experienced TM is taking place to support the regular channel</p> <p>New clients came on board with expected monthly revenue of USD500K for the month of May compared to USD15K considered as lost</p>	Amir Ebadda	Closed	On-going	

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6	<p>Initiated the application for being the part of Customs convention on the International Transport of Goods under "Authorized Transport Operator" in UAE.</p> <p>Requested Abu Dhabi customs for providing certain set of facilities to enhance our existing Inbound/Outbound business for Ecommerce/Road product considering Abu Dhabi as a Gateway.</p> <p>Dashboard presented in terms of activities and projects.</p>	Nigil Davis	Closed	On-going	
7	<p>E Com Shipments validation has been started effective 19th June 2019. All UAE domestic shipments will be validated. CS is also having a plan to validate UAE High Revenue Customers like Awok, Mumsworld, TFM & Dirhams shipments to be validated in UAE by CS Validation Agent and this will be ready on or before 30th July 2019.</p>	Mir Taqui Ali	Closed	On-going	
8	<p>Focusing on recruitments for new budgeted and replacement positions and renewals.</p> <p>Focusing on resolution of pending Labour cases as well as new rules as implemented by Ministry of Labour and Immigration Office on revised charges.</p>	Yathiraj Kotian	Closed	On-going	
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