

Meeting Title/ Name:							
Date:	5-Aug-2019	Start Time:	10:30 AM	End Time:	3:00 PM	Location:	SMSA Dubai Head Office
Attendees		Agenda					
Name	Department	Item	Topic/ Agenda Item		Presenter	Time	
Yasser Zahreddine	COR	1	General Updates -July 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/Justin Juriako		
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 (On Leave)	ITD	8					
Maridel Loretizo	COR	9					
Justin Kuriakose	SFD	10					
		11					
SN.	Action Item	Responsible Person	Action Taken/ Remarks			Status	Deadline

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1	<ul style="list-style-type: none"> * Revenue wise we achieved million in the month of July 2019. * Focus to build domestic revenue and Infrastructure. * Finally Um Ramool got the CDC Approval - Fire Fighting System finished. * Conveyor System to be in place. * To find suitable location in Al Ain as planned. * For Freight - Justin will manage the Operations and all approvals related to Freight. * Abu Dhabi new facility proposed to be the HUB for all GCC. * Thorough planning for investing in land freight (LTL) for next year. * Three Main Points were addressed: 1. Infrastructure 2. Building People 3. Progress of People and on going motivation. 	Yasser Zahreddine	Closed	On-going	
2	<ul style="list-style-type: none"> * Operation Dashboard/ Airline Updates Reported * Project update/Airline and recruitment 	Dilhan Daskateer	Closed	On-going	

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3	<p>A. Total revenue reported for the month is US\$ 1.5M and collection in Bank is US\$ 596K. Major collection are from Sport For All (US\$ 150K), Distribuciones (US\$ 33K), TFM Express (US\$ 24K), Desert Online (US\$ 21K), 360 Souq (US\$ 32K), Miami (US\$ 16K), Ideal (US\$ 16K), Gulf Scientific (US\$ 17K), Cash collection (US\$ 64K) and others (US\$ 287K).</p> <p>B. AWOK has started paying in March 2019 through checks provided and total of US\$ 272K will be recovered each month until October 2019. All the checks are being deposited as per timeline agreed. However, with recent developments Alifca has asked to delay their cheque deposits for the month of Jun (80% of the amount), July (100% of the amount) and Aug (50% of the amount).</p> <p>C. Communication is on-going with Mashreq Bank relating to POS machines and cash Deposit machine has been installed at URO WH. The machine is yet to be set up and made functional.</p> <p>D. 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.</p> <p>E. Financial Audit completed for FY2018. Signed FS is expected by first week of September 2019.</p> <p>F. Empost Audit report for Q2-2019 signed and submitted to EMPOST.</p> <p>G. Majority of Vendor Payments cleared till Jun 2019.</p>	Lalit Singhi	Closed	On-going	

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5	<p>*Sales Secured 77 of new accounts in the month of July with total revenue of AED 120,000</p> <p>*Revenue is improved than last month with 11% and against budget 72%</p> <p>*A Number of 33 contracts for E-com is been signed during the month with total Expected revenue of AED 250,000.</p> <p>*New Business Marathon still going on all products to Increase revenue and Volumes</p> <p>*EES product still improving month to month and growth is reasonable. still focusing to build stable revenue from that product.</p> <p>*Express Products are in good growth and almost reaches 1M and still growing</p> <p>*Ecom business has big improvement and focussing to win 2 big fish to keep it maintained and to hit the budget</p>	Amir Ebadda	Closed	On-going	
6	<p>*FTL/LTL/Airfreight volume updates</p> <p>*Dashboard and updates presented</p>	Nigil Davis/Justin Kuriakose	Closed	On-going	
7	<p>*Dashboard and updates presented</p> <p>* Trace calls/ Figures/Report/Account Volumes</p>	Mir Taqui Ali	Closed	On-going	

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8	<p>Focusing on recruitments for new budgeted and replacement positions and renewals.</p> <p>New Visa rules as implemented by GDRFA</p> <p>New Fees in Ministry of Labour transaction effective from 21st July 2019.</p> <p>No Labour Case Pending</p> <p>Postal License has been Renewed for the year 2019 - 20 on 21st July 2019</p> <p>License Renewed - SHJ Retail</p> <p>JAFZA License will is expired on 07th Aug 2019 renewal in place</p> <p>HR Survey part of IBU-UAE Wheel Plan Scheduled for Aug 06th 07th and 08th. (Completed)</p> <p>Training Plan for the Year 2019 is finalized from Sept 22 until 03rd OCT 2019.</p>	Yathiraj Kotian	Closed	On-going	
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