

Minutes of Meeting

Date: 25th March 2019

Time:

9:10am - 12:30pm

Location :

Meeting Room, Head Office, Al Fattan Plaza

Attendees

Name	Department
Yasser Zahreddine	MGT
Amir Mostafa	SLS
Justin Kuriakose	SFD
Lalit Singhi	FIN
Dilhan Dastakeer	OPS
Muhammad Imran	RTL
Mohammed Suhail	ITD
Muriel Jullado	HRD/ADMIN
Maridel Loretizo	CORP

Matters & Agenda Discussed for Compliance Review

Responsible Person	Matters & Agenda	Status	Deadline
Yasser Zahreddine	General Updates 2019	Closed	
Dilhan Dastakeer	KPI updates/Dashboard/Airline updates	Closed	
Justin Kuriakose	FTL/LTL/Air Freight Vol updates	Closed	
Amir Mostafa	Customers Account update/Revenue report/Lost & Gained Customer Updates	Closed	
Lalit Singhi	AR/AP aging & updates	Closed	
Mohammed Suhail	IT General Updates	Closed	

SN.	Summary of Discussion	Responsible Person	Action Taken	Status	Deadline
	General Updates 2019	Yasser Zahreddine	<ol style="list-style-type: none"> We got the license in Oman for as part of SMSA expansion. We will have 3 pillars of Sales , the Industry Manager- under ECOM, banks and special channnel to be managed by Mr. Amir/ the Area Sales Manager and the Freight Manager which is recruited in Mar'19. Mr. Mir Taqui expected to join this week. Very much counting on Freight, the one we recruited has 20years experienced & 18 years in the same industry. We have CMC now, it will be finished this month ready to send the team. For RAK, expected 15 April 2019 to be in place , signage to be fixed. legal matters completed, it issues working on it. For Sharjah, not yet finished, in terms of licenses still not finished. we will meet the contractor and clearly stated that we will impose a penalty if we will not get us the certificate on April. 	Closed	N/A
			<p>Closed the project on the the 15 April 2019.</p> <ol style="list-style-type: none"> For Um Ramool, we got the finalization on Fire fighting, we got the 		

			<p>license authorization. New issue of the pump, and amendment where to put the pump. Al Maha, support us to get external Consultant. Sprinkler system is needed as per the insurance requirement. The fire fighting will finished it within 10days if we finished the Municipality will come for inspection, will give us completion certificate then we will apply for extension it has outlet and other signage with a good lay out.</p> <p>9. For Abu Dhabi, we finished the autocad lay out and proceed to pay the rent. Working for the amendment for the glass.</p> <p>10. Second phase, we already have the place in Al Ain. But, we will not start having anything until CMC, RAK and Sharjah is operating completely.</p>		
2	KPI updates/Dashboard/Airline updates	Dilhan Dastakeer	<p>Requested hiring for 1 courier in Abu Dhabi and 1 for Sharjah to be completed on 1st week of April 2019, 1 already on board.</p> <p>Domestic COD initially started</p> <p>Planned to have temperature control vehicles subject for approval</p> <p>01 April satellite station is activated</p> <p>Staff survey also mentioned , OPS department</p> <p>Insurance to facilitate the risk coverage</p> <p>Operation Dashboard, Statistics and Airline updates presented.</p> <p>DWC plan resources</p> <p>Request for manpower for Abu Dhabi</p>	<p>Closed</p> <p>Open</p> <p>Open</p>	<p>N/A</p> <p>15-Apr-19</p> <p>15-Apr-19</p>
4	Freight Dashboard and updates	Justin Kuriakose	<p>Dashboard presented in terms of activities, achievements, kpi's and projects.</p> <p>3 requirements for freight . Avalon -01 April , Automatic trucking, Tracker</p> <p>Endorsement of work to Mr. Nigil (new Freight Manager)</p>	<p>Closed</p> <p>Open</p>	<p>N/A</p> <p>15-Apr-19</p>
5	Customer update/Revenue	Amir Mostafa	<p>The regular sales channel working on only new business and activated wins.</p> <p>Focus from the management as well is to close top 3 pipeline opportunities</p>	Closed	N/A
			<p>within March to boom the revenue and meet targets, domestic ecom service as well is targeted and the focus to build stable volumes. Top 10 potential customers and top 5 major gained customers enumerated as well the revenue target. Small and medium accounts we are targeting with. Finding new customers and build the volume. We have a plan until June 1500shipments a day from Dubai to KSA we have plan & pipeline for that. We are hunting for</p>		

			domestic but the competition in the market is very crucial. Agreed and committed to have potential customer and bring out revenue AED500K /month with the full support of CGM.		
6	AR /AP aging & updates	Lalit Singhi	<p>Total revenue reported for the month is US\$ 497K and collection in the bank usd\$ 415k. 5 major account contributed to reached the revenue.</p> <p>AWOK has started paying in March 2019 through checks and it will recovered each month until Oct 2019.</p> <p>Communication is on going with Mashreq bank relating to Murhaba deposits cash management solutions, POS machines, updation of SMSA Mashreq matrix</p> <p>System integration to be completed fro SECOM. Automation required for manual invoicing and update required in SIEBEL to capture the slab rates.</p> <p>Waiting for integration of fulfillment system 3PL and advance collector in UAE</p> <p>Cashier and Debt collector are yet to join the department and delay is due to SMSA labour issues.</p> <p>Top 10 Vendors are one by one we recovered to pay and we will continuously paying them as per the contract agreed with them.</p> <p>Top 10 major accounts for thorough collection follow up totalled AED3,356,530.00 as per the record.</p> <p>Aging of Accounts Payable, some vendors are still in 90days for credit issues before we will make the payment, the rest of the vendors less than 60days, 30days closely ,monitored to pay on time. All airlines should be paid because we already have IATA.</p> <p>Aging of accounts receivable, expected 1M to collect with AWOK this 31st March and 7 million is available for deposits in October 2019. Closely follow up for the rest of the major accounts.</p> <p>Cashier will join 1st week of April 2019</p> <p>Mr. Arsalan from KSA will come to Dubai for training with system integration</p>	Closed	N/A
			<p>Implementation of Fusion System</p> <p>Refunding of money on time</p> <p>Bank facilities</p>	<p>Open</p> <p>Open</p> <p>Open</p>	<p>15-Apr-19</p> <p>15-Apr-19</p> <p>15-Apr-19</p>
7	Retail Centers Update	Muhammad Imran	<p>Finish all pending requirements and work for Sharjah & RAK</p> <p>Um Ramool</p> <p>POS - work with Suhail</p>	<p>Open</p> <p>Open</p> <p>Open</p>	<p>15-Apr-19</p> <p>1-Apr-19</p> <p>15-Apr-19</p>
8	Network/ IT requirement	Mohammed Suhail	POS	Open	30-Apr-19

		IVR	Open	30-Apr-19
		Connectivity	Open	30-Apr-19
		PhotoCopier tracking	Open	30-Apr-19