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**Objective**

**Work Experience**

To obtain a position that will enable me to use my strong organizational, analytical and people skills and enable me to advance professionally and contribute to the growth of the organisation.

1. **Logistics Coordinator– Kintetsu World Express (ME) FZE, Dubai**

 *September 2013 – Present*

 **Duties & Responsibilities:**

* First contact point in Dubai for pre-alerts / routing orders/ booking from KWE networks.
* Analyse documents received and advise required documents for customs clearance to KWE overseas stations and end customer.
* Liaise with customers and ensure customer expectations are met.
* Setting an aggressive cost reduction plan and increase profitability.
* Assist in achieving the monthly budget and over all progress.
1. **Facility and Admin executive – Jones Lang Lasalle, Mumbai**

*February 2013 – August2013*

 **Duties & Responsibilities**:

* Preparing and in-charge of (M)onthly (P)rogress (R)eport and (M)anagement (I)nformation (S)ystem
* Ensuring all facility related queries/complaints/requests are solved.
* Supervise the Facility team with any refurbishments, renovations and office moves.
* Developing a close, professional relationship with the clients and vendors.
* Analysing and reporting the superiors regarding Facility related issues.
1. **Customer Service executive – Aramex, Mumbai**

*September 2012 – December 2012*

 **Duties & Responsibilities**:

* Part of the contact centre HQ
* Attend to inbound queries related to cargo status.
* Communicate efficiently and effective in a professional manner.
* Quick solutions and escalations when required.

**Academic Qualification**

**Projects**

**Achievements**

**Attributes**

**Computer proficiency**

**Languages known**

**Interests**

**Personal details**

**References**

* **2012** – Bachelors in Business Management – Shipping and Logistics, AMET University – Chennai
* **2009**- Higher Secondary School in Commerce Stream, The Indian High School, Dubai
* **2007**- Secondary School, The Indian High School, Dubai
* “Detailed study on Managing Ships and its functions” submitted for the sixth semester – AMET University, Chennai
* “Market Research done for the Sports Brand – Adidas, in India” submitted for the fourth semester – AMET University, Chennai.
* Winner of the intra college Creative writing competition, 2013.
* Part of the university football team - 2013
* Vice-captain of the school football team which won many domestic tournaments. – 2009
* Represented at National level in athletics – 2008
* Keen on learning new skills
* Dedicated and hard working
* Highly motivated and confident
* Strong analytical skills and desire for growth
* Ability to work under pressure and meet deadlines.
* Proficient in MS Office applications: Word, Excel and PowerPoint Presentation
* Basic knowledge in software and hardware troubleshooting
* English, Hindi, Malayalam and Arabic
* Football, Electronic Music, Travelling, Cooking
* Date of Birth: 17 July1991
* Nationality: Indian

Will be provided upon request.