

# Mrs. Juby Sharjah, UAE

**C**AREER **O**BJECTIVE

To enhance personal and professional development while consistently making positive contributions towards the growth of the organization.

**P**ROFILE

* Working as “**EXPORT CO-ORDINATOR”** Handling MINERALS operations - RSA & OMAN (Trade Metal & Minerals (chrome) for M/s **Buoysail Tr Est.**
* Designated as a Project – coordinator cum Purchaser in HYPERDEC Interior company, Dubai.
* Over a good experience in OFFICE ADMINISTRATION, SECRETARY AND RECEPTIONIST in Dubai.
* Strong knowledge of Microsoft Outlook, MS Office, Excel.
* Quick Learning with desire constantly updating the current set of skills
* Ability to work in a fast paced environment and handle strict deadlines

**C**APABILITIES

* Coordination with branches and logistics partners for timely shipments to customers within the time frame of the contracts and arranging necessary extensions in contracts and DC to avoid cancellation of contracts.
* Preparing EXPORT LC DOCUMENTS OF CHROME & METAL SCRAP

RSA & OMAN Operations: -

* Once trade is done Preparing sales contract for minerals & follow up for LC , Loading Schedule as per our LC/Contract
* Coordinate with the purchase team and arranging Price Quotes from the Mine owners (RSA & OMAN )
* Preparation Purchase Order for the Supplier & Allocation of material with Grade wise
* Arranging shipment without any delay in LDS
* Arranging loading from mine to JO’burg , container sampling , packing to container
* Correspondence with the Buyer & Supplier
* Weekly fund plan (RSA & OMAN )Maintain ledger account for supplier Logistics & Documentation: -
* Arrangement of Freight quotes & container through Agent/Freight Forwarders
* Negotiation of Freight and earning Freight
* Preparing CNF costing (RSA & OMAN )
* Preparation of Export documents as per the Payment Terms
* Processing payments to Suppliers & Freight Forwarders
  + Expert in handling the front office, basic correspondence, arranging meetings, ticket booking, filing and basic administrative duties
  + Follow up the collection and pipeline project or orders.
  + Good exposure with MARKETING TEAMS in Interior and IT division about the target & pipeline project
  + Proficient in taking quotation from the suppliers and also a good contact with the supplier for both IT and INTERIOR.
  + MD’s follow up calls and meeting reminders.
  + Good exposure to MS Office Excel Charting, Documentation and Power Point Slides.
  + Proficient in administrative support and act as the central point of contact of clients and guests.

**T**ECHNICALS **S**KILL

* + Expert in ERP
  + High level of proficiency in MS Excel, Word, PowerPoint, Internet/E-Mail & Tally 7.3

**E**DUCATIONAL **Q**UALIFICATION

**Professional M.B.A with Finance and H.R** (Completed) **Qualification** Mahatma Gandhi University , off campus New Delhi **Professional Bachelor of Business Administration Qualification** Marian College Kuttikkanam (M G University Kerala) **Academic Pre-Degree with Arts stream**

**Qualification** B.C.M college Kottayam (M G University-Kerala)

**L**ANGUAGE **F**LUENCY :English, Hindi, Malayalam & Tamil

**E**MPLOYMENT **H**ISTORY

BUOYSAIL TR. EST. (TRADERS OF METALS) Position: **EXPORT CO-ORDINATOR**

Duration: AUG 2012 TILL TO DATE

Duties and Responsibilities

* Coordination with branches and logistics partners for timely shipments to customers within the time frame of the contracts and arranging necessary extensions in contracts and DC to avoid cancellation of contracts.
* Maintain Shipping records, including providing tracking or shipping history information to customers on request.
* B/L draft verification, correction and approval.

# Average volume of Business handling per month comes around 155 million USD

* Co-ordination with Shipping Lines
* Checking DC, amendment suggestions and follow ups for Originals.
* Preparing documents under EXPORT LC , CAD BASIS, TT BASIS AND DC BASIS.
* Submission of documents in the bank complies with DC **(Average no of dc document per month putting in the bank 210 no’s)**
* Follow up the negotiation.
* Arranging Swift messages & Follow ups for Discounting.
* Giving information to customer’s reg the export documents and responding to all emails.
* Ensure timely delivery of documents and clearance the export cargo
* Follow up for the acceptance and Payments.
* Working experience on ERP Software
* Co-ordinate and arrange the convention in outside UAE
* Apply , arrange & process the Visa in different countries
* Expert in Online hotel, Air ticket booking

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| **HYPER GROUP, Dubai, UAE.** |  |
| M/S. HYPERMAX GENERAL TRADING |  |
| M/S. HYPERDEC INTERIOR DECORATION LLC | **Dec 2006 – Jan 2010** |

# JOB Profile –Projector Co-ordination, Administration, Purchaser & Secretary.

* + Entire Sales and Marketing and whole operation of the Company
  + Contact with Media regarding company activities
  + Interacting with the Clients and taking feedback
  + Analyzing the feedback and taking corrective actions on a Daily basis
  + Make and record appointments.
  + Provide administrative support to both staff & managers.
  + Receive and process incoming and outgoing mails.
  + Do business correspondence on behalf of the organization.
  + Store and retrieve data on computers.

# M/s. Nubiola India Ltd Delhi (International Company based in Spain)

**Nov 2003-Oct 2006**

# Job Profile

Joined the group as a Branch Accountant and promoted Branch – In-Charge, Authorized signatory fully responsible for the Branch Office in New Delhi.

* + Reporting to the MD / MM / Finance Manager,
  + Monitoring the Sales, Accounts, Sales Tax & Excise Activities.
  + Responsible for entire office administration & office management.
  + Co-ordination with Direct Customers, Distributors & Stockiest.
  + Customer Relationship development exercise to target achieve.
  + Signing the Invoice

September 2005 to May 2006

To the continual improvement in the service level, promoted Executive Sales & administration, Authorized signatory of Delhi Branch to assist to excel in customer service.

* + North (Delhi) In Charge & Marketing
  + International sales, Export & Import
  + Technical Queries
  + Product Pricing & New Product Enquiry

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| ***P****ERSONAL* ***D****ETAILS* | | | |
| • | *Date of Birth* | *:* | *24th Jan 1981* |
| • | *Gender* | *:* | *Female* |
| • | *Nationality* | *:* | *Indian* |
| • | *Marital Status* | *:* | *Married* |
| • | *Childerns* | *:* | *2* |
| • | *Visa Status* | *:Husband own visa* | |
| • | Reference | : Upon Request | |

Personal Contact : [juby-106970@2freemail.com](mailto:juby-106970@2freemail.com)

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504753686

I here by declare that all the above information is true to the best of my knowledge & belief

Place: Sharjah **Juby**

Date: 18.02.2020

(Signature)