****

Viola

[Viola.126858@2freemail.com](mailto:Viola.126858@2freemail.com)

|  |
| --- |
| *CAREER OBJECTIVE* |

Looking for a long term career in a well established organization which will allow me to further utilize my skills and experience and enables me to make a positive contribution towards the growth of the organization.

**QUALIFICATIONS**

* 1999 - Graduated in Bachelor of Commerce from University of Mangalore, India.
* 2000 - Diploma in Computer Application from Manipal Institute of Computer Education, Mangalore, India. (Application covered: Microsoft Office, Tally, Internet browsing & Emails)
* 2005 – Certified course in Peachtree, an Accounting Package.
* **2012 –Certified course in Logistics & International Supply Chain Management from Blue Ocean Academy, Dubai**

|  |
| --- |
| *PROFESSIONAL EXPERIENCE* |

**Office Administrator / Sales Coordinator**

**reporting to the Directors April 2011 - May 2012**

**Spectrum Innovations FZCO, Dubai**

**Job Responsibilities:**

* Negotiation and getting the prices from the suppliers and preparing proposals for clients.
* Follow up with Suppliers for timely deliveries and Clients for payments.
* Preparing import documents for clearance of shipments
* Coordinating with the Freight Forwarder’s for arranging picking up, clearance of shipments and delivery to the local client.
* Keeping a track on the import shipments until reached the destination.
* Liaising with Dubai Silicon Oasis Customs Authorities for inspection of the cargo and customs clearance.
* Review inventory position weekly against outstanding orders and sales forecasts and take action to expedite inbound shipments to meet customer requirements.
* Co-ordination with Dubai Silicon Oasis authorities for services related to the office.
* Coordinating online visit visa requests of employees.
* Arranging hotel accommodation for the Engineers, booking air tickets, handling petty cash.
* Online purchase of goods from suppliers around the world.
* Maintaining the Sales Enquiry Register and generate Sales Reports as and when required.

**Previous Employments**:

**Export Sales Coordinator reporting to the Manager Nov 2005 – Oct 2010**

**Globelink West Star Shipping LLC, Dubai**

**Job Responsibilities:**

* Negotiating the export sea freight with various shipping lines and quoting the clients the most competitive rates.
* Handling the shipments of overseas customers and updating the status of their shipments on regular basis.
* Checking with the accounts department regarding the receipt of payment from overseas customers and arranging dispatch of Bill of Lading.
* Corresponding with various agents in Europe / Middle East with regards to rates and following up with them for the smooth delivery of client’s cargo meant for door delivery.
* Monthly preparation of rate sheets for the corporate clients and forwarding the same to them within first week of every month.
* Preparation of rate sheet for various destinations to participate in bid and getting the business though the bid for most of the destinations.
* Preparation of cheque payment vouchers, export invoices and credit notes for local clients and for the agents.
* Liaising with the bank for getting the L/C documents.
* Thorough knowledge of getting the approval for Hazardous cargo.
* Knowledge of various world sea ports.
* Coordinating with Operations Executive for timely processing of export documents and to avoid any shut of containers.
* Preparation of weekly sales report of the department and submitting the copy of the same to the Manager and to the Management.
* Responsible for training of new employees who joined the export department of the company.

**1. Secretary CumAccounts Assistant: Dec 2004 – Sept 2005**

**Colortek Paints (India) Pvt. Ltd an ISO 9001-2000 Certified Company, Mangalore, India**

**Job Responsibilities:**

* Preparation of Daily Sales Report and submitting the same to the Director.
* Assisting and coordinating with the ‘Manager-Commercial’ for commercial and accounting activities.
* Checking the vouchers of all the branches and making entries in the computer.
* Preparing of Bank Reconciliation statements of all the branches using customized accounting software.
* Attending calls, coordinating with the sales executives of the outstation branches for all official work.

**2. Secretary to the Sales Manager: July 2003 – Sept 2004**

**Foto Magic LLC, Muscat, Sultanate of Oman**

**Job Responsibilities:**

* Collection of business figures from 14 outlets.
* Preparation of Statistical Statements as and when required.
* Attending calls and queries from customers.
* Coordinating with Sales personnel during peak hours.
* Preparation of quotations, letters, invoices, sending and receiving faxes, emails.
* Scheduling and arranging meetings, taking down minutes of meetings, filing etc.,

**3. Administrative Assistant cum Account Assistant: June 2001 – May 2003**

**Kleanzone Systems (India) Pvt. Ltd, Mumbai, India**

**Job Responsibilities:**

* Attending calls, coordinating in all travel and boarding assignments for technical staff.
* Preparing quotations, invoices, challans, sending and receiving all mails.
* Preparing salary statements, bank reconciliation statements, TDS challans, follow-up of payment, day to day accounting using accounting software (Tally 5.4)
* Verifying staff attendance, overtime and leave.

**4. Office Assistant cum Account Assistant: Jan 2000 – March 2001**

**Invitation Apparels Pvt. Ltd, Mumbai, India**

**Job Responsibilities:**

* Maintaining computerized books of accounts using Tally 4.5
* Verifying staff attendance, overtime, leaves and submits the same before the end of the month for the monthly salary payment.
* Handling petty cash, bills verification and payment to the vendors.

|  |
| --- |
| *PRINCIPLE STRENGTHS INCLUDE;* |

* Friendly and professional telephone manners
* Achievement oriented with excellent communication & interpersonal skills
* Generating customer relationships
* Responding promptly under pressure and adverse conditions.
* Proven ability to work to deadlines.
* Good hands on typing speed, Microsoft Word, Excel, & Outlook, 2010 Version.