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| **Elfleda**  Exports Coordinator  [**Elfleda.15274@gmail.com**](mailto:Elfleda.15274@gmail.com) | | ee001 |
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| **Career Objective:** |  | |
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| To pursue a career requiring strong logical, analytical, organizational and technical skills in a progressive enterprise and to grow with the company in terms of knowledge, status and formulate optimization for better development of the company. | | |

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| **Education:** |  |
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| * **Bachelor of Engineering** from St Joseph Engineering College, Vamanjoor, Mangalore,(Affiliated to VTU University) and secured **First Class.** * **PUC (Science)** from St Agnes College, Mangalore and secured **First Class**. * **Secondary School Certificate Examination (SSLC)** from St Agnes Girls Higher School, Mangalore and secured **First Class**. | |

Professional Experience

## DANLESCO GULF LLC - DUBAI -U.A.E.

*Designation: Exports Coordinator*

(May 14, 2015 - Present)

Major Responsibilities:

* Handling Export & Sales Shipments around the GCC and African Countries.
* Handling customer's inquiries and resolving issues.

Responsible for taking incoming calls from clients and gathering the necessary information to generate a quote.

* Preparing Quotations, Acknowledgments, Proforma Invoices, Commercial Invoices, Packing List in FOCUS software.
* Preparing Export Documentation for Customs such as Invoice, Packing List, and Certificate of Origin.
* Preparing Statement of Accounts for Export Customers.
* Preparing departmental reports on monthly sales and pending orders for the company.
* Communicating with the Freight Forwarders from booking of orders until the clearance of shipment.
* Coordination and support about special documentation required by customers.
* Issuing Certificate of Origin through Dubai & Sharjah Chamber of Commerce online.
* Filling Export documents and Sales Invoices and checking the Stock Report.

## ORCHID PAPER TRADING LLC – BRANCH, DUBAI -U.A.E.

*Designation: Secretary Cum Logistic ,Sales Coordinator and IT Technical Support*

(November 13, 2014 - May 03, 2015)

Major Responsibilities:

* Handling Export & Sales Shipments around the world.
* Preparing Quotations, Proforma Invoices, Commercial Invoices, Packing List and also calculating Net weight as per the order inquiries.
* Preparing Export Documentation for Customs such as Invoice Packing List Certificate of Origin and Bill of Lading / AWB.
* Coordinating with the shipping line for the tracking of shipments and also for booking of containers through AIR and SEA.
* Asking for Vessel Schedule and Release form to release the container for Export.
* Communicating with the Freight Forwarders from booking of orders until the clearance of shipment.
* Coordination and support about special documentation required by customers through the sales team
* Preparing Exchange Letter for endorsing the Bill of Lading to another company name and prepare letter for the Container Guarantee release form.
* Monitoring Cargo movement through the tracking system.
* Monitoring of ocean and air cargo movements. Preparing Delivery Order charges.
* Claiming container damages in the Import Shipment.
* Coordinating with bank’s Trade Finance department for banking import and export transactions.
* Issuing Certificate of Origin through Dubai Chamber online.
* Preparing Sales Invoices with FOCUS software so that we can track in the system.
* Filing copies of final import documents for Customs and Accounts purposes.
* Filling Export documents and Sales Invoices and checking the Stock Report.
* Coordinating with travel agency for the flight schedules and hotel booking reservations.
* Arranging Samples and also couriering as per the requirements.

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| **Credentials:** |  |
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| * Attended “Individual Effectiveness Labs” conducted by I Point Consultancy Services Pvt. Ltd. * Attended a 2 Days Training session on NETWORK SIMULATOR-2 (NS2). * Attended a workshop on CLOUD COMPUTING. * Attended a workshop on ANDROID DEVELOPMENT. * Participated in the Silver Jubilee scouts & Guides state Jamborette held in Davangere. | |

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| **Core Competencies:** |  |
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| |  |  | | --- | --- | | * Excellent command in English * Team building * Highly adjustable * Believer in Time Management | * Confident and Determined * Disciplined and Humble * Responsible * Ability to Interact with others | | |

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| **Trainings:** |  |
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| * Training at iSoft Technologies to develop a project- “RFID based Personal Shopping Assistant”. * Training on ‘ORACLE Database 11g – SQL fundamentals’ at NIIT @ Mangalore. * Training on ‘ORACLE Database 11g – PL/SQL fundamentals’ at NIIT @ Mangalore. | |
| **Projects Undertaken:** |  |
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| * ‘PERSONAL SHOPPING ASSISTANT’ -“RFID Enabled Shopping Cart” by which the costumer’s shopping experience is going to change completely. * Conducted Seminar on “TONGUE DRIVE SYSTEM”. | |

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| **Computer Proficiency:** | | | |  | |
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| * MS Word, Microsoft Excel, MS Power Point. * Languages: Fundamentals of C, C#. * Basic Knowledge in SQL, FOCUS. | | | | | |
| **Profile:** | | |  | |
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| Nationality | : | Indian | | |
| Date of Birth | : | 26th March 1992 | | |
| Marital Status | : | Single | | |
| Visa Status | : | Resident visa | | |
| Languages | : | English, Kannada, Hindi, Konkani and Tulu. | | |

Place: Dubai Yours Faithfully

**Elfleda**