## CURRICULUM VITAE

**GOUTHAM**

Mob No: - C/o 971503718643

[Goutham.188243@2freemail.com](mailto:Goutham.188243@2freemail.com)

**Career Objective:–** To contribute to organization effectiveness and profitability by offering

my services in the fields of Financial Accounting & Supply Chain

Management.& Logistics Co-ordinator.

**Academic Details**

* Have done my Master of Business Administration (MBA) from KAKATIYA UNIVERSITY.
* Have done Bachelor of Commerce with computer science (B.Com computers)

from THUSHARA.

* Intermediate Civics, Economics, Commerce (CEC) from KAKATIYA JUNIOR COLLEGE.
* SSC from ST.JHONS high school Kazipet –WARANGAL.(Andhra Pradesh)
* H.P.T (Hindi Pandit) from Allahabad University –ALLAHABAD.

**PERSONAL SKILLS**:–

* Ability to handle Manual and Computerized Accounts independently up to finalization
* Good knowledge of Computerized Accounting packages
* Good administrator & team worker
* Good communication skills
* Good fluency in English
* Strong knowledge in MS Office
* Ability to work under pressure

**PROFESSIONAL EXPERIENCE**

* Good knowledge in Procurement.
* Well Efficient in Product Trading.

**WORK PROFILE IN INDIA**

* Worked as a Asst.Manager for Sales in Tata Teleservices West-Maredpally Branch (2004- 2006)
* Worked as a PR.Manager (Public Relations) in Ramoji Film City (RFC-HYD)

(2006-2007).

**Experience in Mozambique**

Experience : - Aug 2007 to till Date

Name of the Company : - Export Marketing Co Lda,. Mozambique (Southeast Africa) for 2007-2010

Designation : -Ware House/Stores Manager

Name of the Company : - Hs.Impex Co Lda,. Mozambique (Southeast Africa)

Designation : - Procurement Manager (North Mozambique) for 2010-2012.

**IT EXPOSURE**

Packages Complete Version of Tally including VAT & Focus 6.

M.S Office Excel, Word

Web Browsers Internet Explorer

**As a Shipping Executive:-**

* Shipping and customs documentation for both Import and Export.
* Coordination with Terminal Planners for planning and updating container management in Dubai Airport Free Zone.
* Arranging Bankers for vessels at all ports and anchorage.
* Monitoring & delivering all the ship spares such as Local, Airfreight & Sea Freight
* Arranging emergency up lift of personnel for medical help from vessel.
* Ensuring and securing safe berthing of vessels in all ports including Dry Docking for major repairs.
* Data Entry of information relating to all Services rendered to the vessel
* Updating the Master & the Principals for the status of the spare parts.
* Processing clients’ requests and follow through of complaints.
* Handling customers’ complaints regarding Warehouse facilities and following up with external and internal customers.

**As a Accounting Executive:-**

* Prepare reports on received products from Local, National, and International Markets.
* Handling books like Sales Register, Purchase Register, Transit Register, etc.
* Reviewing of Stock Balance, Loading and Unloading and Stock List on a weekly basis.
* Preparation of full Present stock details on daily basis.
* Maintaining Computer & Manual Stock Records.
* Preparation of Report on Sales.
* Preparation of Logistics Report
* Follow up of the stock that is in Transit.
* Handling Cash.
* Administrating Staff on various works.
* Maintaining staff working register.

**AS AN ADMINISTRATIOR**

* Procuring day –to-day Office requirements.
* Final settlement of Bills (Manual & Computerized) by Cash, Credit Cards and Cheques.
* Time keeping & day to day activities of Administrative work.
* Transport arrangements for finished products & follow-up for payments.
* Monitoring the functions of Stores Department.
* Providing support to Personnel & Administration Manager in his day to day activities.

**PROFILES IN BRIEF:-**

* + Having 5 Years’ experience in Shipments & W/H Administration in Mozambique (East Africa)
  + Planned and systematic approach to work
  + Experienced in Petty Cash Accounts.
  + Familiar with Deposits & Withdrawals of Cash.
  + Very good in routine Office Administration & Inventory
  + Experienced in preparation of Stock Sheet
  + Experienced in Public relation & Can easily mix with people
  + Familiar with Procurement & Purchase
  + Familiar with MS Office, Internet
  + Responsible, hardworking and having very good interpersonal skills
  + Holding Valid 4 wheeler Indian driving license

**Languages Known** : ENGLISH, HINDI, TELUGU,(Speak Fluently-Read and Write)

PORTUGUESE.

**Personal Details:-**

Full Name : GOUTHAM

Date of Birth : 27 APRIL 1983

Sex : MALE

Marital Status : MARRIED

Nationality : INDIAN

Best Regards,

Goutham