**CURRICULUM VITAE**



# CAREER OBJECTIVE

To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a professional, utilize my aptitude to further the organizations objectives and there by attain my goal.

# PROFESSIONAL EXPERIENCE

Overall 3 years UAE Experience as **Administrative Assistant**

**SHIHABUDDEEN**

**Email ID**

[Shihabudden.208019@2freemail.com](mailto:Shihabudden.208019@2freemail.com)

**Personal details**

Date of Birth : 15th Sep 1990 Age : 26

Sex : Male

Nationality : Indian Marital Status : Single Religion : Islam

Visa Status : Employment

**Languages Known**

English, Hindi, Arabic, Tamil, Malayalam & Kannada

* Currently working as Sales **Administrative Assistant** for AFEX LINE CARGO LLC (Ras Al Khore Dubai. UAE)
* Handling customers in UAE, Qatar and Bahrain,
* Thorough understanding of market sector and competitiveness.
* Good customer base in cargo and transportation
* Supervising established client accounts – contact clients on a constant basis to establish effective work relationship.
* Responsible for Sales Contracts, proposals and presentations.
* Good command over English, Hindi, Urdu and Malayalam languages.
* A proven performer ready for new challenge.

**AFEX LINE CARGO L.LC** – DUBAI SINCE MARCH 2014

The AFEX Line Cargo Company is a Dubai-based Logistics (Land, Air, and Sea) Solutions company. Company’s unmatchable strength in multi-modal logistics enables us to provide an assured quality of service to meet our clients' logistics needs as a specialized service provider.

**DUTIES AND RESPONSIBILITIES**

* + General administrative and clerical support including mailing, scanning, faxing and copying
  + Answer calls from customers regarding their enquiries
  + Preparing quotation
  + Receiving and Documentation
  + Sales Coordination
  + Assistant to Manager- screening phone calls, emails, enquiries and requests, arranging meetings.
  + Prepare effective action plans and schedules – participate in marketing plan design and execution.
  + Experience and knowledge of product, market and sales strategy.
  + Providing good services to clients such as pickup of goods, quick responses and providing shipment status.
  + Develop and implement sales plan for target customers
  + Coordinate with all the operations such as receiving, checking and loading.
  + Preparation of Daily cash report
  + Market visit for check and review market condition and competitors activities.

# EDUCATION QUALIFICATION

|  |  |  |
| --- | --- | --- |
| **Course** | **Year of Passing** | **University** |
| MBA  (Master of Business Administration) | 2013 | Vishveshvaraya Technological University, |
| BCA  (Bachelor of Computer Application) | 2011 | Mangalore University |
| PLUS TWO  (Commerce) | 2008 | Kerala Board of Higher Secondary Examination |
| SSLC | 2006 | Kerala Govt. |

**COMPUTER PROFICIENCY**

* Microsoft Office (Advanced Excel)
* Programming Languages
* Power Point Presentation
* Photo editing
* Video and Audio Editing

# STRENGTHS

* Strong analytical, interpersonal and presentation skill.
* An organizer, forward planner, confident, outgoing communicator and familiar to working with varying cultures.
* Well mannered knowledgeable, service minded.
* Good command over English, Hindi, Urdu, Kannada and Malayalam Languages.
* A proven performer ready for new challenge.

# DECLARATION

I hereby acknowledge and declare that the above said particulars are true to the best of my knowledge.

# Testimonials, Certificate and other documents shall be produced on demand.

**Sincerely**