### *CURRICULUM VITAE*

# OBJECTIVE

Aiming for a suitable and challenging post in a reputed company where my experience, dedication, Integrity and professionalism can be utilised.

# STRENGTH

**Having 6+ years of gulf experience in the field of Logistics incharge & Administration w**ith an added advantage of **UAE LMV Driving Licence.** Where in my skills and interpersonal relationship with companies and people can be best utilized towards the growth of company.

Analysing, co-ordinating, supervising, managing and decision-making. Positive attitude towards achieving the set goals, computer literate, well organised result oriented and skilled at setting priorities and achieving difficult objectives in given time frame.

# WORK EXPERIENCE

**Company : M/s. Mass Mind, Mysore, Karnataka, INDIA**

# Period : From March 2013 to August 2015

**Profile :** IT SOLUTIONS provider, Mass Mind provide an array of solutions for all industry verticals including enterprises, healthcare, retail, e-governance and education (BPO)

**Position : Representative**

**Responsibilities:**

* Collecting the information from customers and updated in the given tool
* Complete responsibility of client business online growth
* Giving training to new executives
* Daily need to collect the report from executives and forward to operation manager

**Company : M/s. PROSCAPE GROUP LLC**, Dubai, UAE.

# Period : From Feb 2009 to May 2012

**Profile : (Contracting Company)** The Company is having 16+ years experience in the field of civil, landscaping works, irrigation, hard landscape, water features & landscape lighting works

**Position:**  **Logistic Incharge cum Bank Coordinator**

**Responsibilities:**

* Following up with suppliers for the shipping documents
* Following up for the shipping documents with different banks Trade Finance Department like Dubai Islamic Bank, Abu Dhabi Islamic Bank & Dubai Bank etc,
* Preparing Murabaha application to clear the documents from different Banks
* Preparing payments to supplier through LC / T.T., etc.
* Tracking the container through online (knowledge of internet)
* Preparing shipping documents like Invoice, Packing list etc
* Passing the Bill of Entry through online (Dubai Trade) in the absence of Logistics Manager
* Maintaining company and personal files and records
* Highly motivated to work as a team

# Company : M/s. ROCHE BOBOIS, Dubai, UAE.

# Period : From May 2005 to Sept 2008

# Profile : The Company is one of leading furniture showrooms dealing

# with Paris based furniture’s

**Position :** **Administrator**

**Responsibilities:**

* Placing orders with international suppliers
* Correspondence with supplier’s & customer’s
* Tracing of orders with suppliers & follow up the orders
* Proper documentation of company files & records
* Preparing Quotations and Invoices
* Attending calls
* Highly motivated to work as a team

# Company : M/s. CHETAK METALS, Mysore, Karnataka, India

# Period : From April 1996 to Feb 2005

# Profile : The Company is a metal plating industry situated in Mysore

**Position : Computer operator**

**Responsibilities :**

* Proper documentation of company files & records
* Correspondence with customers
* Preparing the bills
* Handling the petty cash
* Arranging for delivery

**EDUCATIONAL QUALIFICATION:**

**Diploma In Computer Technique (JOC)**

J.S.S College

Mysore, Karnataka, India

**Secondary School Leaving Certificate**

Hardwick High School

Karnataka, India

**ADDITIONAL SKILLS:**

* Good working knowledge of Windows & Office
* Knowledge of Internet
* Good communication and customer service
* Good Planning and organized skills
* English Type writing course with Speed of 50wpm
* Problem solving

## LANGUAGE: English, Urdu, Hindi, Kannada & Malayalam

**PERSONAL PROFILE:**

Date of Birth : 28th February 1977

Marital Status : Married

Nationality : Indian

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**Gulfjobseeker.com CV No:** **1491876**