**OBJECTIVE:** In search for a good prospectus in a reputed organization, where I can sharpen, refine my skills and knowledge to the maximum and at the same time, endeavoring my best to carry out organizational objectives most efficiently with at most dedication.

**CORE COMPETENCIES**

* Highly motivated, planning and follow through to achieve results.
* Flexible to learn new technique & skills to accentuate the workflow.
* Proven communication skills.
* Performs under pressure as a contributor and a team member.

**WORK EXPERIENCE**

* **Flounces Cargo LLC.**

Cargo village

Dubai

**Tel 04 2829644**

Currently being trained by this company from 12 October 2015 onwards.

**Job Responsibilities**

* Documentation for customs clearance. (bill of entry)
* Mail Interaction with **Emirates and Dnata**
* All Kind of Export, Import jobs duties
* Handover of the shipments in Dubai airport and Dubai airport Free zone
* Executing **Calogi** AWB and Emirates AWB.
* Doing customs inspections, submitting the customs exits and supporting documents to customs order to refund the duty amount.
* 2 year experience in wind chimes ville, Wayanad Kerala , as a Customer Relation Officer

**Job Responsibilities**

* Interacting with customer
* Provide them good service
* Checking accounts details
* 1 year experience in Muthoos Communication ( Vodafone store) wayanad as a store keeper.

**Job Responsibilities**

* Receiving the stock
* Arranging stock
* Recording the data of the stock
* Check the details of purchase and sales

**ACADEMIC CREDENTIALS**

* Master of business administration **(**MBA**)** from ISBM.
* Bachelor in Management Studies (BMS) from ISBM.
* DLM (diploma in logistics management) in the year 2014.
* CNA (certified in network administration).
* Higher secondary passed.
* SSLC passed.

**COMPUTER LITERACY**

* Operating System: 2000, XP, 7, 8, OSX
* Software Packages: Ms-Word, Ms-Excel, Ms-PowerPoint, Ms-Access...
* Hardware, Networking, Software Development, Visual Basic, Oracle,

System Troubleshooting, Data Analytics & Archiving, Indexing, Scanning &Validating.

**LANGUAGES KNOWN**

English, Hindi, Malayalam, Kannada and Tamil

**PERSONAL DETAILS**

Date of birth : 30-04-1988

Languages Known: English, Hindi, Tamil, Kannada, Malayalam



**Gulfjobseeker.com CV No:** **1505430**