Dear Sir/Madam,

Am writing this to your distinguished establishment, expressing my interest to work in your organization in the **Logistics or Sales Department.**I am social, Friendly and a result oriented individual.

To describe myself in a nutshell, **I am hardworking, ready to take up any challenge of life abreast with the latest trends and a team player with excellent communication skills**.

I am holding **Bachelor’s Degree in Business Management**. I have two years of Experience working as Team Leader for Logistics and Sales Co-ordinator**.**

If given an opportunity to work in your esteemed organization, I assure you that I will discharge my duties to the best of my knowledge, ability and to the extreme satisfaction of my superiors for the welfare of the organization.

**OBJECTIVE**

*To join a professional managerial organization and to develop myself along with the organization to assure wider responsibilities by applying my acquired knowledge and skill, so as to achieve organizational objective.*

**CAREER CONTOUR**

Employer : **GIMPEX FOR PAPER AND BOARD FZ-LLC**

Company Sector : Import and Export

Position : Team Leader for Logistics and Sales Coordinator

Duration : 28th September 2013 to till date.

Job Role : Purchase orders, LC documentation, Import/export documentation.

Work Description:

* Responsible for working closely with several suppliers and managing the company’s import and export activities in a cost efficient manner.
* Maintaining the customer relationship by providing them timely delivery of the ordered products with exact quality and quantity agreed.
* Manage and Motive the team members to achieve maximum performance and efficiency.
* PO creation and PO processing, GRN, Invoicing, delivery, tracking shipments.
* Import/export documentation.
* Shipping Invoice, Chamber of Commerce Certificate, Shipping Instructions, COC, SASO etc.
* Invoicing of the goods and coordinating with the warehouse for the delivery of the good at the point of destination (i.e. UAE, GCC).
* Maintain & Establish departmental process to improve the quality of service provided
* Monitor & Control on customer hold time, receipts, and delivery and service collections
* Verifying the documents of customs import/ customs re-export/ and customs duty exemption & clearing all the documents online in Dubai customs.
* Verifying documents for Dubai Chamber

**EDUCATION**

✓ **Bachelor of Business Management** 2009-2012

 SDM College, Mangalore, India

✓ **Pre-University College (12th STD) (Commerce)** 2007-2009

 (Accounts, Business Studies, Economics, History)

 Milagres P.U. College, India

✓ **Grade 10** 2007

 Milagres High School, Mangalore, India

**TECHNICAL FORTE**

Highest IT Qualification : Diploma in E-Business

Operating System : Windows 7 / XP, UNIX

Others : Basics of Information Technology, Windows, Word, Excel, Power Point,
 Internet, Tally 9, Database Management, EXD Banking Software.

 (Manipal Institute of Computer Education, India.)

**LANGUAGES**

English, Hindi, Kannada & Tulu

**KEY STRENGTHS& SKILLS**

 ✓An excellent team player.

 ✓ Capable of adapting to new environments and working under pressure.

 ✓ Optimistic and a quick learner.

 ✓ Strong communication and interpersonal skills.

 ✓ Self-motivated, dedicated and meticulous approach to work.

**OTHER ACHIEVEMENTS**

* Has been the team leader for cultural and event management programs:
* Responsibility to coach team, enhance their skill, ensuring quality.
* Have attended personal development program organized by Institution.
* Played in Inter-Collegiate Tournaments at State and District Level.

**PERSONAL SNIPPETS**

Date of Birth : 08-11-1991

Status : Single

Nationality : Indian

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 **Gulfjobseeker.com CV No:** **1517058**