Curriculum Vitae

**OBJECTIVES**

To seek a challenging position in a dynamic environment and desire to progress further in the same field and like to grow with the organization and prove to be achievement of organizational goals and it’s an asset for its effective functioning and be a team player for the success. Hard worker and be the best employee of the organization.

**WORK EXPERIENCE**

* **TOTAL 8 YEAR EXPERIENCE IN UAE-** **BELOW ARE THE DETAILS OF EXPERIENCE.**
* Worked as a **inventory controller** in Bma International (RedTag & twenty4**)** in Uae.from 2008 to 2008 (One year).
* Worked as a **HR coordinator and salary payroll preparation** in Bma International (RedTag & twenty4) in Uae.from 2009 to 2010 (Two year)
* Worked as a **Export customs Clearance** (**By road By sea**) in Bma International (RedTag & twenty4) in Uae.from 2011 to 2011 (One year).
* Worked as a **Import customs Clearance** (**import from all country**) in Bma International (RedTag & twenty4) in Uae.from 2012 to 2012 (One year).
* Worked as a **Logistics Assistant** Bma International (RedTag & twenty4**)** from 2013 to till date .

**DUTIES AND RESPONSIBILITIES**

* Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.
* Coordinate with supplier & shipping agent (freight forwarders )for shipment booking,
* Coordinate with supplier for original document of shipment and others issue,
* Coordinate with shipping agents for monthly vessel sailing schedule and inform buyers accordingly
* Coordinate with freight forwarder for monthly SOA forward to finance and chase for the payment
* Freight invoices to be checked as per agreed Quotation and forwarded to finance for payment
* Prepare the monthly PER PC report
* Prepare the monthly KPI report
* Any discrepancy in original documents, communicate with shipper and get it rectified, such as wrong consignee name, notified party e.t.c
* Troubleshoot all issues in regards to the import & export shipments and update the same on regular basis to concerned persons and dept.
* Air shipments documents follow up with suppliers
* Prepare the monthly logistics report for the KPI.
* Prepare the vessel delay report and update concerned person and dept accordingly
* Prepare the Logistics ECS and forwarded to finance for payment.
* All work related with logistics.

**PERSONNELSKILLS**

* Customer Service, Meeting Sales Goals, Closing Skills, Territory Management, Prospecting Skills, Negotiation, Self-Confidence, Product Knowledge, Presentation Skills, Client Relationships, Motivation for Sales.
* Strong Research, Skills Ability to cope with all kinds of pressures and deadlines without any discomfort.
* Flexible and dependable in case of work schedule.
* Adaptable and able to settle in any kind of work-environment.
* Superior inter-personal and communication skills.
* Experienced in multi-tasking in a fast-paced environment.
* Team Management
* Excellent communication & inter personal skills
* Positive thinking & high Perseverant.
* Adaptability and hardworking.
* Flexibility and willing to learn more.
* A special thing about me is I never give up.
* A best thing about me i am honest and hardworking person.

**QUALIFICATION**

* S.L.C. (from Board of Secondary Education Nepal)
* 12 ( From KVM College kapilvastu Nepal)
* Computer diploma from Ludhina India
* IELTS from Ludhina India.

**ADDITIONAL QUALIFICATION**

* Having good knowledge of computer ( MS Word, MS Excel, MS Powerpoint, Email, Internet ,
* 60 to 65 words per minute speed in typing

**PERSONNEL INFORMATION**

Nationality : Nepalese

MaritalStatus : Married

Date of Birth : 17/05/1986

**VISA**

* Visa Status : **Employment Visa**

**SOFT SKILLS**

Language known as :Fluent in English, Hindi, Urdu, Nepali and little bit Arabic

Written Communication: Good Command over English, Hindi and Nepali

**Hobbies-:** Reading books & Playing badminton, cricket , carrom board and other games. Smart worker with professional and sincere approach towards the work. Abilities to work in groups and adaptability to the working environment.

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