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**Resume**



**Whats app Mobile:+971504753686**

 **Gulfjobseeker.com CV No:259586**

E-mail: gulfjobseeker@gmail.com

**Career Objective**

Always work ahead of the company’s expectation, and prove myself to be one of its valuable assets, also to be liked by the seniors and colleagues. Seeking a suitable and challenging permanent position with a well-known and professionally managed organization, where I can apply my skills and talents.

**Professional Experience:**

1. **Logistics Assistant**

 MITHRA Group (Shipping & Logistics)

 Trivandrum, Kerala, India (January 2015 – January 2016)

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**Main Responsibilities**

* Sending quotations & correspondence with internal departments and overseas offices for rate negotiation.
* Interface with Sales & Accounts department to ensure that the payment terms are fulfilled before execution of deliveries
* Rate negotiation with freight forwarders and shipping companies.
* Process and post Payment Vouchers, Receipt Vouchers and other accounting vouchers (petty cash) on daily basis.
* Prepare and follow-up inquires quotations and documents like invoicing, delivery notes.
* Deal with all incoming and outgoing correspondence Faxes, Letters, and emails
* Travel arrangements and Flight Booking for Senior Manager's, Appointments and Hotel arrangements.
1. **Stock Controller**

 LONDIS supermarket

 Exning, United Kingdom (January2010 – october2011**)**

**Main Responsibilities**

* Processing purchase orders.
* Receiving Deliveries.
* Reconciling Delivery notes with purchase orders.
* Organizing stock on shelves and buckets.
* Place stock in designated areas for ongoing projects.
* Testing returns and repair equipment.
* Arranging repairs and returns with manufacturers and suppliers.

**Educational Qualifications**

* Post-Graduation : **BTEC ADVANCED PROFESSIONAL DIPLOMA IN MANAGEMENT STUDIES,(PGDMS)** UNITED KINGDOM ( 2010 -2011 )
* ( 2010 -2011 )
* University Degree : **BACHELOR OF BUSINESS ADMINISTRATION** **(BBA)** from Periyaruniversity, India (2003-2006)
* 10th Plus Two : **HIGHER SECONDARY** from NSS higher secondary school,
* SSLC (10th) : **SECONDARY SCHOOL** from NSS higher secondary school, ( 2001)

**Additional Qualifications**

* Diploma in Logistics and Supply Chain Management (&Freight forwarding) -Mithra Institute of Management Studies (MIMS)/STED COUNCIL-Govt of India– ISO 9001:2008 Certified – INDIA 2014

**Computer proficiency**

Proficient in Microsoft office suite, Windows XP, 7 and 8, Internet and email applications.

**Languages Known**

* English, Hindi and Malayalam

**Personal Details**

Nationality : Indian

Date of Birth : 21 May 1986

CivilStatus : Single