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**CAREER OBJECTIVE**

My objective is to work in any job role within supply chain logistics in turn contribute positively towards growth of firm.

**ACADEMIC BACKGROUND**

* **M.B.A/PGDM (Finance)** from Survena International Institute of Management Studies, Ooty (2011) with (60%), which is affiliated to the **Bharathiyar University**, India.
* **B.Sc (Hotel Management & Catering Technology)** from SRM College, Chennai (2004), with (57%), which is affiliated to the **Madras University**, India.
* Completed H.S.C in St.Joseph.Hr.sec.School, Trivandrum (2003) with (48%), which is affiliated to Kerala State Broad.
* Completed S.S.L.C in Govt.Model School, Trivandrum (2001) with (52%), which is affiliated to Kerala State Board.

**PROJECT WORK**

* Minor Project (45 days) on the Topic Entitled “Study of Money Investment in Mutual Fund” at India Info line, Ooty, India.
* Major Project (60 days) on the Topic Entitled “Study of Risk Perception and portfolio Management of Equity Investors” at Karvy Stock Broking Limited, India.

**TECHNICAL SKILLS**

* Operating Systems Windows7,8
* SAP MS Office
* A+ Grade in Certified Course MS Office.

**WORK EXPERIENCE**

* 2 Year & 4 month Working Experience as a **Logistics Coordinator** in **Perfect Polymers FZ LLC**, Ras al Khaimah, UAE.
* 6 Month work experience as a F & B Trainee in White Dammer Hotel,

**JOB PROFILE**

**PERFECT POLYMERS FZ LLC**

* **OCT 10- 2013 TO PRESENT**
* Supply chain management within operations of import and export of all kind of IMCO cargo.
* Logistics and Sales Coordination support between ongoing air, land & sea operations.
* Accurate reporting based on logistics movement and goods distribution.
* Store management of goods with proper allocation of resources.
* Identify store item and sales related, mobilize resources.
* Taking care license issuance of precursor chemicals from relevant authorities and close coordination & reporting of the ministry of interior.
* Sales coordination between internal and external departments to ensure effective material management.
* Managing quality control of items with the supply chain network.
* Shipment planning for Sea, Land & Air Freight
* Coordinate logistics operations with other organizations within UAE and abroad.
* Arranging CERTIFICATES OF ORIGIN.
* Online follows ups of all procedures of Chamber and Municipality approvals for the IMCO imports.
* Maintaining complete update incoming Import records in files and scan as well.
* Receive Performa Invoice and make sure the earliest delivery to our warehouse according to Performa.
* Follow INCO terms agreed with supplier and check all documents tally with Performa invoice.
* Follow with supplier for the original documents if Mode of payment is cash or bank transfer.
* Follow documents under letter of credit with bank for import shipments
* Cross check Letter of Credit Draft & Advice for the Amendments if required.
* Preparing Presentation for Claiming LC Amount & Submit to the Concern Banks.
* Coordinate with production department & provide them RAW material for dispatch
* Coordinate with Stores, Supplier for shipping documents.
* Correspondences with customer for shipments.
* Coordinate with accounts department for cross check the shipping invoices.
* Preparation of all export docs till duty refund from Customs department.
* Well aware about all GCC transactions.

**KEY SKILLS**

* Good Motivational and Communication Skills.
* Ambitious, Enthusiastic, Creative and Dedicated to Work.
* Can be Molded in any Position.
* Open to New Technologies & Quick Learner

**LANGUAGE PROFICIENCY**

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| --- | --- |
| Malayalam | Read,Write,Speak |
| English | Read,Write,Speak |
| Hindi | Read,Write,Speak |
| Telugu | Speak |
| Tamil | Read,Speak |

**PERSONAL DETAILS**

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|  |  |  |  |
| 5 | Gender | : | Male |
| 6 | Date of Birth | : | 18-05-1987 |
| 7 | Marital Status | : | Married |
| 8 |  |  |  |
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| 10 |  |  |  |
| 11 |  |  |  |
| 12 | Current Designation/ Current Employer | : | Logistics Coordinator |
| 15 | Notice Period | : | 1 Month |
| 16 |  |  |  |