## . CURRICULUM VITAE

|  |  |
| --- | --- |
|  | IMG_20140810_143259IMG_20140810_143259IMG_20140810_143259 |

**CAREER OBJECTIVE**

***To secure a responsible career opportunity in transporttion industry , where I can fully utilize my training, human resource and management skills, while making a significant contribution to the success of my employer.***

**Key skills**

* Planning and organizing
* Ability to handle a large volume of work in an efficient and timely manner.
* Attention to detail
* Ability to identify clients needs and appropriate solutions
* Problem analysis and resolution
* Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
* Self-Motivated, Self-Confident and Quick Learner.
* Team Player
* Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**EDUCATIONAL BACKGROUND**

* **Bachelor of Commerce**, in September -2013 ,Calicut University –India
* **Diploma In Computerized Financial Accounting** (DCFA CERTIFIED BY ACCOUNTANTS SERVICE SOCIETY) in September-2013
* **Diploma in IATA CARGO INTRODUCTORY COURSE** in December -2013

**PROFESSIONAL EXPERIENCE**

* **MAHAN AIR -** Dubai International Airport Terminal-1 **DEC 2014 to June 2015**

Designation**:** **Assistant Movement Controller**

**Job Responsibilities:**

* Check-in Counter supervising
* Coordination with other stations
* Records passenger and cargo statistics
* Prepare daily flight report
* Coordinates with Air Operations Centre, Tower, Ramp Controllers and Air Safety personnel at Airport
* Flight briefing
* Provide flight schedules, route and timing information
* Keep track of cargo as it comes and goes,
* Prepare day to day allocation of cargo in accordance with aircraft type
* Report daily flight statistics to other airport stations
* Make pre-arrangements for special handling passengers on arrival and departure
* Coordinate with other stations
* Compile manifests
* Monitor the movement of flights arrival and departure
* **RAJAB XPRESS** –Kerala – India **Feb 2014 to April 2014**

Designation: **On-Line Coordinator**

**Job Responsibilities:**

* Ensure delivery of consignments to clients
* Communicate with local and International customers on sales/marketing and operational matters effectively via e-mails and calls
* Solely in charge of attending to customer complaints and solving the issues. Maintain the complain log
* Solve online matters via E-mail and calls
* Monitor and follow up on the movement of cargo
* Warehouse coordination
* Coordinate movement of cargo from ware house to the point of delivery
* Direct the work of warehouse personnel and oversee all associated activities
* Solve cargo clearance issues
* Maintain tracking system
* Prepare Stock report by collecting daily in and out cargos from warehouses
* Give instruction to sub-branches (branch coordination)
* **AKBAR EXPRESS CARGO Pvt. Ltd.,** Calicut International Airport, Kerala, India

Designation: **Documentation controller June 2013 to Jan 2014**

**Job Responsibilities:**

* Handling the documentation of daily invoices
* Dispatching the quotations as per the client’s requirement.
* Receive and register Client provided details
* Manage documentation associated with shipping processes
* Coordinate all activities related to the Document Control procedure
* Ensure proper document classification, sorting, filing and proper archiving.
* Input document data into the standard registers ensuring that the information is accurate and up to date.
* Make sure that controlled copies of latest approved documents  are given to the appropriate staff, subcontractors and suppliers as applicable
* Maintain the documents  in the Document Control office under safe custody without any damage or deterioration with easy traceability.
* Maintain quality records
* **P.K. Jayachandran Associates,** Kerala, India **April 2012 to May 2013**

Designation: **Accounts Assistant**

**Job Responsibilities:**

* Prepare profit and loss statements and monthly closing and cost accounting reports.
* Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
* Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
* Monitor and review accounting and related system reports for accuracy and completeness.
* Prepare and review budget, revenue, expense, payroll entries, invoices, and other accounting documents..
* Resolve accounting discrepancies.
* Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
* Prepare the financial statement of a business and assess the financial health of the organization

**Software Skills:**

* Very well versed with Windows and MS Office
* Tally
* Peachtree
* ACEL AERO (Passenger Reservation System)

**PERSONAL INFORMATION:**

* **Date of Birth :** 29th August, 1990
* **Religion :** Islam
* **Nationality :** Indian
* **Marital Status :** Single
* **Languages :** English, Hindi, Malayalam, Tamil

**First Name of Application CV No:** **1668768**

Whatsapp Mobile: +971504753686

