

**GEORGE**

Place :Dubai.

**GEORGE.288425@2freemail.com**

**CAREER OBJECTIVE**

To work in a competitive environment, in a challenging position and be an integral part of a growth oriented team with a clear path, wherein I wish to consolidate my intelligence, hard work and dedication and to take up a challenging career.

**WORK EXPERIENCE**

* **Operation executive (Logistics Pvt Ltd,Mumbai) 06-jan-2015 to 29-mar-2016**
	+ Handling Import and Export documentation.
	+ Monitoring Freight movement throughreal-time tracking system.
	+ Preparing Freight Certificate,Delivery Order advice,HBL Manifest for filing IGM etc..
	+ Submission of relevant documents received from Overseas supplier to CHA.
	+ Follow up with CHA for clearance of consignment.
	+ Liaison with Carriers and CHA.
	+ Resolving customer queries.
	+ Negotiating contracts,Transportation and handling costs.
	+ Arranging payment of freight on behalf of the client.
	+ Performs any other duties as assigned by the supervisor.
* **Office Assistant (Sai Saran Services Pvt Ltd,Kochi,Kerala) 12-dec-2013 to 25-sep-2014**
	+ Control day to day all activities.
	+ Update all transactions to system and manual.
	+ Maintain good communication with consignee.
	+ Verifying purchase and sales invoices.

**INTER PERSONAL SKILLS**

* Consistently maintain a positive attitude and enjoy helping people.
* Rapport building with another person which draws them into relationship.
* Managing conflict in such a way that the relationship is preserved.
* Patient listener who fully focuses on speakers

**ACADEMIC PROFILE**

* **P.G Diploma in Shipping and Logistics Management:** BSS University, Asia Mercantile &Maritime Academy at Cochin, in the year 2013(Marks 80%)
* **Graduation in commerce (B.COM):** University of Calicut, in the year (2009-2012)(Mark 61%)
* **Higher Secondary (PlusTwo (Commerce):** Kerala State Syllabus,in the year 2009(Marks 74%)
* **Secondary School (SSLC) :** Kerala State Syllabus, in the year 2007 (Marks 78%).

**TECHNICAL QUALIFICATIONSAD**

* Computer Proficiency in Windows, MS Word, Excel and Good Knowledge of Internet & Email.
* Completed a Certified Course in M.S OFFICE.

**STRENGTHS**

* Confident, Hardworking and Committed with an ability to strive for achieving desired goals.
* Friendly Relation and Honesty.



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|  |  | **PERSONAL DETAILS** |
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| Nationality | : Indian |
| Date of Birth & Age | : 3/10/1991, 25 |
| Sex & Marital Status | : Male, Married |
| Blood Group | : O +ve |
| Religion & Caste | : Christian, RC |
| Languages Known | : English,Malayalam, Hindi and Tamil |
| Other Activities | : Dancing, Driving Car, Listen to Music. |
| Current Location |  | : Al jaffilia,Dubai. |

**DECLARATION**

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief.