**

**Sonet**

[**Sonet.300582@2freemail.com**](mailto:Sonet.300582@2freemail.com)

**Seeking assignments as Executive/Officer/Administrative/Personal Assistant/Officer/ Executive in Organization of repute where I can utilize my skills and abilities in achieving organizational objectives along with coordinating with senior & subordinates that offers professional growth while being resourceful, innovative and flexible.**

**objective**

* **Highly dynamic & effervescent professional with rich & productive experience.**
* **Committed team player with flexible in approach.**
* **Enthusiastic person with good communication skills, confident in presentation skills also.**
* **Result oriented**

**work history**

**1. Danzas AEI Emirates LLC, Jabal Ali free zone, Dubai**

**Warehouse AssistantDecember 2016 present**

Key Responsibilities:

* Route material to the proper section or cargo space
* Verifies merchandise and supplies against receiving document
* Note and report discrepancies and apparent damages of supplies and material received

**2. Air India Sats , New Delhi , India** **2015-2016**

**Cargo Service Agent**

Key Responsibilities**:**

* Airway bill capturing
* Flight manifestation , finalization & execution
* ULD Management & Inventory

**3. Akbar Express Cargo. Calicut, India** **2013-2014**

**Cargo Trainee**

Key Responsibilities**:**

* Assisting in flight handling
* Monitoring manifestation
* Preparing the operations report

**Academic Qualification**

* **Completed Graduation in 2014. From Alagappa University Tamilnadu, India**
* **Completed IATA – FIATA Cargo Introductory Course In 2013. From Akbar Academy of Airline Studies Kerala, India. Certified By IATA Training And Development Institute Montreal, Canada**
* **Completed 12th in 2011 from Kerala state board, India.**

**Trainings**

* **Completed basic training of Cargo and ramp safety from Air India sats**
* **Completed Service culture and workshop training organized by Air India Sats.**

**IT Skills**

**Domain specific logistics management system (LMS) powered by Air India.**

**Working Knowledge of Microsoft Excel, Word and Easy with Internet.**

#### Job Responsibilities:

* **Receiving, moving, checking and storing incoming goods.**
* **Checking and inspecting goods received and ensuring they are of accurate quantity, type, and also acceptable quality.**
* **Packaging and labelling products before they are dispatched.**
* **Helping to ship out over 500 lines every day.**
* **Picking and packing products.**
* **Selecting space for storage and arranging for good to be placed in the designated areas.**
* **Making sure that all inventory processes are completed on the same day.**
* **Loading and unloading Lorries, vans and other vehicles.**
* **Maintaining and servicing warehouse tool, machinery and trucks.**
* **Labelling goods that have arrived at the warehouse.**
* **Welcoming and helping clients who visit the branch.**
* **Contacting transport companies and coordinating dispatch and delivery with them.**
* **Preparing deliveries for the van drivers.**
* **Supervising the work of junior staff.**
* **Storing stock away safely.**
* **Removing hazardous products from the warehouse.**
* **Occasionally selling goods over the trade counter.**
* **Monitoring stock levels.**
* **Moving items through the warehouse from receipt to dispatch to customers.**
* **Occasionally delivering stock to shops and retail outlets.**
* **Accurately updating all data into computer and manual recording systems.**

**Personal Information**

* **Date of Birth - 28th May 1993**
* **Age - 24**
* **State - Kerala**
* **Nationality - Indian**
* **Marital Status - Single**
* **Languages Known - Malayalam, English, and Hindi**

**Declaration**

**I hereby declare that the facts given in resume are correct to best of my knowledge and belief.**

**Date:**