**

# George

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**Visa Status: *Employment Visa - (Transferable – Available Immediately)***

# PROFILE SUMMARY

I have the ability to work under pressure with excellent considerable pride in work quality with awillingness to commit the hours required to effectively accomplish and maintain work deadlines. I am also quick to appraise thenew situation and learn new assignments. Besides I can get along well with people at all levels and have a strong ability to persuade other to give their best.

# CORE QUALIFICATIONS

* *Excellent oral communicationskills*
* *Strong understanding of shipping and receivingprocesses*
* *Excellent time managementskills*
* *Dependable andhard-working*
* *Good ability to work as a valued teammember*
* *Good inventory and shipping trackingskills*

# EMPLOYMENT PROFILE

## SENIOR OFFICE ADMINISTRATOR / OPERATIONS

### Organization : Saifee Ship Spare Parts & Ship ChandlersL.L.C. Dubai, U.A.E. Duration : February’2001 –September’2017

Job Profile:

* *Manage enquiries received from clients, preparing quotations for them by negotiating the price with Suppliers, get orders from the clients and liaise with Operations department fordelivery.*
* *Arrangefordeliveryonthepromiseddateandensuringthatitemsandquantitiesareinlinewiththedocuments.*
* *Worksinconjunctionwiththewarehousesupervisorstoensureitemsvalidatedagainstclientorder.*
* *Affixed shipping labels on cartons with all shipping informationincluded.*
* *Update and maintain delivery/shipmentschedule.*
* *CoordinatingwiththeShippingAgentsandLogisticdepartmentforthesmoothdeliveryofstorestothespecifiedport.*
* *Coordinating with shipping lines and freight forwarders for freight quotation, nominating least freight and follow-up the shipment in case ofexport.*
* *Coordinatewiththecourier,forwarder,supplierandcustomerregardingtheshipment.*
* *Maintaininggoodcustomerrelationsoncommunicatingviae-mailandhandlingcustomerinformation.*
* *Handlingcustomerrequests,monitorsalesquotes,answeringtheirtelephonequeriesandproblems.*
* *AssiststheOperationHead,ManagingDirectorandOperationsDirectorwithclientcorrespondence.*
* *Maintainingallofficesystemsinaccordancewiththeprescribedstandardsinordertoensuresmoothfunctioningatalltimes.*
* *ReportingtooperationheadaswellasoperationsdirectorandinabsencedirectlytotheManagingDirector.*
* *Executed daily operations to optimize customershipments.*
* *Ensuring an efficient and up to date filing of company policies and operations procedures including the information displayed in all thebranches.*
* *Maintained inventory of outgoing shipping items via databaseentries.*
* *Reported all inventory and shipment issues to supervisorimmediately.*
* *Good knowledge of office management systems andprocedures.*
* *Coordinate office management activities and maintain highconfidentiality.*

## COMPUTER OPERATOR

### Organization : Jalal Typing Office, Dubai, U.A.E. Duration : September’ 1992-January’2001 JobProfile:

* *Preparing Labour & Immigration form inComputer.*
* *PreparingQuotations,alltypesofJobApplicationsforms,Agreements,Bills,LeaveLettersandotherofficerelatedletter.*
* *Typing according to the choice of the customers and making formats of Visiting Cards, Letterheads, Greeting Cards, etc. for the Advertisingfirms.*

## OFFICE ADMINISTRATOR

### Organization : Analog Computers,Kerala,India Duration : August’1990 -August’1992

### JobProfile:

* *Assists office staff in maintaining files anddatabases*
* *Preparesreports,presentations,memorandums,proposalsandcorrespondence*
* *Assigns jobs and duties to office staff asneeded*
* *Monitors officeoperations*
* *Schedulesappointmentsandmeetingsfor executivesandupperlevelstaff*
* *Serves as the go-to for office inquiries andconflicts*
* *Manages staffschedules*
* *Tracksofficesupplyinventoryandapprovesupplyorders*
* *Assists in the preparation ofdepartment budgets and expenses*
* *Supervises all administrativepersonnel.*

# EDUCATIONAL QUALIFICATION

* *Post Graduate Diploma in Business Administration(PGDBA).*

# COMPUTER AND TECHNICAL SKILLS

* *Familiar with Windows XP, Microsoft Office, (Microsoft Word, Excel, Power-Point,)*
* *Conversant with Outlook E-mail and InternetApplication*
* *Working knowledge of Oracle & ERPProgramme*
* *Diploma in Computer Programming & PC Applications in1st Division.*
* *TypeWritingEnglish(Higher)inSecondClass(typingspeedof80w.p.m).*

# PERSONAL DETAILS

DateofBirth 24th October1969

MaritalStatus Married

Nationality Indian

DrivingLicense Valid UAE Driving License for LightVehicle

# LANGUAGES

English, Hindi&Malayalam Read&WriteEnglish, Hindi, Malayalam&Tamil Fluent

Arabic Speak &Read