|  |  |
| --- | --- |
|  **Languages Known** English: Read, Write, Speak Hindi: Read, Write, Speak Malayalam: Read, Write, Speak  **Personal Data** Sex : Male  D.O.B: 16.05.1985  Nationality :Indian Religion :Muslim Marital Status :Married Visa Status :visit visa  | New_logoContact HR Consultant for CV No: 338491E-mail: response@gulfjobseekers.com Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> ******CAREEER OBJECTIVE** To obtain a challenging opening to suit my talent and educational qualification and expose my eagerness to develop my personal career by applying my abilities for a good cause in mutually beneficial sector.**ACADEMIC QUALIFICATION** B. A. Economics from Calicut University, Kerala (2006) Plus Two from Board of Public Examinations, Kerala (2003) SSLC from Board of Public Examinations, Kerala (2001) ** PROFESSIONAL QUALIFICATION** IATA-FIATA Dangerous Goods Regulations (2007) IATA-FIATA Cargo Introductory-Initials (2006  ** PROFESSIONAL EXPOSURE*** Eight years of experience in Air Cargo, Freight Forwarding and Sales Operations
* Extensive knowledge in Freight and Cargo Operations
* Key skills in Cargo Booking and Handling
* Exposure to Industrial Relations with Knowledge of relevant IATA Rules and Regulations
* Self-driven, Motivated and Customer Centric trained professional attitude

** WORK EXPERIENCE****Apr 2013-Dec 2016: CALICUT GRANITES Calicut, India****Post held: MANAGING PARTNER*** Bookkeeping
* Taking care of the entire Sales management, vendor handling, office administration management and Sales relations.
* Responsible for revenue generation, Client relation and client mining
* Placing order to suppliers and maintaining stock
* Software used: Tally ERP

**Nov 2010-Feb 2013: OXIMA TRADING Calicut, India****Post held: SALES EXECUTIVE*** Finding new clients for company
* Ensure customer satisfaction by ready to serve beyond time limit and frequent visits
* Ensure delivery on time and solve complaints raised on minimum time period
* Maintaining stock and placing order
* Study market fluctuations and plan accordingly

**Apr 2010-July 2010: AIR INDIA-SATS LTD (GHA-BENGALURU INTERNATIONAL AIRPORT) Bengaluru, India** **Post held: OPERATIONS ASSISTANT*** Coordinating operational activities as per airline requirements
* Manifesting booked cargo on behalf of customer airlines
* Documentation of cargo for uplift
* Handover custom cleared bulk cargo to Air India, Air Arabia, Malaysian Airlines and Jet Airways

**Dec 2008 – Oct 2009 BLUE DART EXPRESS LTD Bengaluru, India****Post held: SENIOR OPERATIONS STAFF*** Company representative at customer warehouse to ensure Dangerous Goods Shipments met IATA rules and regulations for safe air transport
* Providing shipper with handling, packing and labeling instructions
* Documentation support (DGD, MSDS, Airway Bill)
* Preparation of NOTOC (Notification to Captain) and Checklist
* Cargo transportation assistance

**Nov 2007 - Oct 2008 SPRINT FREIGHT FORWARDERS PVT LTD** **Bengaluru, India****Post held: CONSOLE EXECUTIVE*** Freight charge calculations
* Space booking with airlines
* Air waybill preparation (software: Visual Akash)
* Tracking and website updating
* Preparation of quotes and customer supports

** TECHNICAL QUALIFICATION**  Well versed with MS Word, MS Excel and Tally ERP9 Internet application-Web Browsing, E-mails and Internet usage**DECLARATION**I hereby declared that the above mentioned information are true and correct to the best of my knowledge and I shall be grateful if you give me a chance to serve you. |