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| **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_logo  Contact HR Consultant for CV No: 338491  E-mail: [response@gulfjobseekers.com](mailto: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. |