## RESUME

## BANU 3071 ya

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Dubai, United Arab Emirates

**CARRER OBJECTIVE:**

Seeking a position as **Logistics Coordinator** with a reputed organization where my education & experience will have valuable application.

**PROFESSIONAL SUMMARY:**

* 3+ Years of Work experience in **Trading and logistics** activities.
* Professionally qualified with a Bachelor of Engineering in Information Technology (B.TECH) & Master of Business Administration (MBA).
* Highly proficient in MS Office applications.
* Experience in handling documentation.
* Possess intermediate and internet skills

**WORK EXPERIENCE:**

**Logistics Coordinator (Trading & Logistics)**, M/s. Naseem Al Barari General Trading Co.LLC

(BARARI GROUP), Dubai, UAE (JULY 2013 TO PRESENT).

**Software Programmer (Coding & Documentation),**M/s. Suvaki Entertainment Pvt. Ltd, Chennai , INDIA (June 2011 – December 2012).

**Responsibilities:**

* Execute specific trade activities in an effectively and efficiently manner
* Develop and implement logistics
* Initiate, coordinate and handle trading operations
* Coordinate research and provide constructive feedback to the trading firm
* Supervise and coordinate inputs by trading desk
* Responsible for maintaining a record of all outstanding purchase orders with external vendors.
* Schedule and handle meetings between traders, suppliers and customers
* Perform administrative duties such as maintain file records, update trading database, handle trading documents and materials, order and maintain office supplies
* Handle daily pricing of goods
* Verify and manage customer balance
* Responsible for all duty customs sales and tax functions, including certification and verification, drawback, and compliance with governmental agencies.
* Handle financial documents including bills, invoices, catalog orders
* Study and evaluate internal and external market behaviors that could affect trading activities
* Evaluate market risks and identify new business opportunities
* Coordinates imports and exports.
* Ensure compliance with local, national and international trading policies, rules and regulations
* Establish and maintain long-term relationships with business partners and company staff
* Verify and manage customer balance
* Handle financial documents including bills, invoices, catalog orders

**EDUCATIONAL CHRONICLE:**

**Master of Business Administration (MBA) in** Bharathidasan University, Tamil Nadu, India

**Bachelor of Information Technology (B.TECH) Engineering** in Anna University, India

**IN-PLANT TRAINING:**

* I had gone through In-Plant Training Programme done in Bharat Sanchar Limited (BSNL), Trichy on August 2011.
* I had gone through In-Plant Training Programme done in Rover Engineering & Tehnology, Perambalur on June 2011 for Eight Days from 19.06.2011 to 26.06.2011.
* I had gone through Industrial Visit Programme done in JIFFY solutions, Kochi, Kerala in December 2010 for Six Days from 15.12.2010 to 20.12.2010.

**KEY ACCOMPLISHMENTS:**

* Proposed modern data management system in the department: scanning of historic client files (contracts, company profiles, accreditations, licenses, permits, customer order fulfillment forms, purchase orders, delivery receipts, sales invoices, others) that led to prompt reply to suppliers' queries.
* Maintained project tracking spread sheets, business like marketing calendars, and customer database.
* Proposed daily production line checking reporting that provided the top management with information on production outputs, and other operational issues.

**PERSONAL PROFILE:**

Date of birth : 20th March 1990

Marital Status : Single

Visa Status : Employment Visa

Nationality : Indian

Languages : English, Malayalam, Telugu

**DECLARATION:**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.