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| Description: Description: Description: Description: Description: New_logo  Contact HR Consultant for CV No: 338679  E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)  Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  **Career Objective**  To be associated with an organization that provides me an opportunity to apply my knowledge and skills and attitude to enhance my individual abilities and going forward towards the growth of the organization.  **Highlights**   |  |  | | --- | --- | | * Excellent oral and written communication skills * Proactive, fast learner and an effective leader. * Great attention to detail * Strong interpersonal and analytic skills * Demonstrate ability to work in a fast paced environment. * Confidence to face new ventures and sincerity to work | * Dynamic and hardworking and highly motivated. * Ability to meet deadlines and can work with minimal supervision. Computer literate MS OFFICE, proficient in oral written communication skills, with typing speeds. * Flexible and can adapt very well to different working conditions. * Self motivated to learn new technologies. |   **Experience**  **March 2014 to March 2016**  **Logistics and Supply chain coordinator.**  **Life Healthcare Group LLC.**  ***Dubai, UAE.***   |  | | --- | | * Receives and prepares invoices from suppliers and ensure they are paid on time. * Establishes and maintains a good professional working relationship with suppliers and service providers. * Support the Supply Chain Manager in the governance of the Procurement & logistics process. * Assists and helps the logistics team to execute purchase of appropriate goods and services. * Manage logistics and distribution along with lost sales opportunities * Performs general clerical duties to include but not limited to: photocopying, faxing, mailing and filing. |   **2011 Nov -2013 Jan**  **Logistics and Shipping Assistant.**  **Amazon.co.uk**  ***Milton Keynes, United Kingdom***.  **Responsibilities:**   * Ensure proper delivery of materials to customers. * Coordinate the functions of all shipping related activities. * Initiate and implement best practices in shipping processes. * Provide assistance to the shipping staff. * Assemble, gather and document shipping parcels.   Educational  2011 - 2012 Master of Science in Logistics and Supply Chain Management  University of Bedfordshire, United Kingdom.  Overall Grade: Good  Studied Subjects: Operations Management, Sustainable Logistics,  Project Management, Contract and Procurement,  Supply Chain Management.  Attended Logistics Link South Event Held in Surrey, United Kingdom.  University Visit to Port Of Felixstowe, Suffolk, United Kingdom.  2008 - 2011 Bachelor of Commerce with Computer Application  BHARATHIAR UNIVERSITY, India.  Overall Grade: Good  Studied Subjects: Cost Accounting, Banking, Computer Application,  Management, Finance.  2008 Other, ISS Senior Secondary school, India  Additional Information  Personal Strength:   * Possess strong analytical and problem solving skills, with the ability to make well thought out decisions. * Friendly, Approachable, and able to prioritize and delegate duties. * Excellent written and verbal communication skills. * Positive Attitude. * Hard Working. * Committed to duties. * Highly trustworthy, discreet and ethical.   Computer Proficiency:   * Proficiency in various MS Office packages like MS Word, MS Excel, MS Office Outlook and Internet. * Accounting packages - Tally * Visual basic * C++   **Personal Details:**  Nationality **:** Indian  Marital Status **:** Married  Language Known **:** English, Hindi, Tamil, Malayalam & Arab (Read & write)  Leisure Pursuit **:** Swimming, Football, Internet and Computer.  Visa Status **:** Visit Visa  **Holder of Valid UAE Driving license**  **Reference:**  Shall produce upon request. |