

RISIN

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# To be involved in the Shipping/ Logistics industry where I can implement my Experience, Skill & Knowledge to contribute in the growth of the organization.

# SUMMARY

* PG Diploma In Shipping & Logistics Management
* Graduate in Commerce
* 10 Year’s Experience in UAE- Oil and Construction Sector
* Possess good knowledge in Shipping Operations
* Ability to work Independently and also lead a Team

# ****ACADEMIC CREDENTIALS:-****

2015-2016 : PG Diploma in Shipping & Logistics Management (BSS New Delhi)

2002-2005 : Bachelor of Commerce (University of Calicut Kerala)

2000-2002 : Plus Two Commerce (Maya College Valappad,Thrissur)

1999-2000 : SSLC (S.N.G.S.H.S Karamukku, Thrissur)

# CAREER SUMMARY:-

1. **AL NISR OIL & FUEL TRADING LLC DUBAI - ACCOUNTANT( 2009-2015)**

RESPONSIBILITIES HELD :-

* Developing, implementing and monitoring efficient office activities.
* General administrative duties including telephone support and the management of internal & external mails.
* Managing supplies and maintenance of storage areas.
* Resolves administrative problems by analysing information, identifying and communication solutions.
* Prepared company accounts & tax returns for audit.
* Monitored and recorded company expenses.
* Maintained accurate records of staff whereabouts including leave register and arrangements.
1. **ICON PRECAST LLC SHARJAH UAE -OFFICE ADMINISTRATOR (2008-2009)**

RESPONSIBILITIES HELD :-

* Coordinated all operating systems including ensuring that telephone, computers, printers etc. are kept in good working order, including maintaining supplies for operating systems and arranging technical support when required.
* Receiving and coordinating incoming correspondence, including collecting and distributing mail.
* Developed database and linked filing system to maintain accurate and up-to-date employee record.
* Tracked office expenses and created monthly reports for senior executive.
* Assisted with general accounting functions.
1. **COSMOPLAST INDUSTRIAL COMPANY LLC SHARJAH UAE- OFFICE ADMINISTRATOR**

**Period : 2005-2008**

RESPONSIBILITIES HELD :

* Administered and monitored the financial system in order to ensure that the company finances are maintained in an accurate and timely manner.
* Ensured the transactions are properly recorded and entered into the computerized accounting system.
* Administered employee files and records in order to ensure accurate payment of benefits and allowances.
* Present a professional, welcoming first contact to all clients, funders, staff etc – by phone, in person and email.
* Responsible for the development and implementation of efficient office systems.
* Supervise the customer services and responded to customer Enquiries.
* Prepare balance sheets.

# TECHNICAL QUALIFICATION:-

Diploma in Computer Application : MS Word, Excel, Power Point, Fox Pro, Internet & Email.

Accounting Packages : Tally. ERP 9, SAP R3 :

ADMCA : Advanced Diploma in Manual and Computerized Accounting

PGDIFA : Post Graduate Diploma In Finance Accounting

Experienced in Baan Computer System Software

# TRAINING:-

* Communication and Personality Development Program at Guiders education Thrissur, Kerala

# ADDITIONAL SKILLS

* U.A.E valid Driving License : From 08-04-2010 to 08-04-2020.( Light Motor Vehicles)
* Indian valid Driving License. (Light and Heavy Motor Vehicles)

# KEY SKILLS AND EXPERTISE

* Efficient and Professional attitude.
* Strong Planning, Coordinating & Delegating capability.
* Analytical and problem solving skills.
* Ability to multi Task effectively.
* Positive and Friendly attitude

# PERSONAL INFORMATION:-

Date of Birth : 08-February-1984.

Nationality : Indian.

Languages known : English, Hindi, Malayalam & Tamil.

Marital Status : Married.