**ARSHAK**

[arshak.347546@2freemail.com](mailto:arshak.347546@2freemail.com)

**CURRICULUM VITAE**

**OBJECTIVE:**

To optimally utilize the present abilities, expertise and knowledge in the organization so as to enable the organization to achieve its goal and at the same time to capture opportunities for constant learning and career development.

**STRENGTHS**

Self-Motivated and Goal oriented People management skills

Effective communication across diverse fields related to the job Always open new ideas

**CAREER HIGHLIGHTS:**

Master of Business Administration – **Shipping and Logistics** Bachelor of Business Administration – Marketing

More than one year working experience in Shipping & Logistics Operations Have one year working experience as a Sales Coordinator

Working experience in Tally, MS Office Applications & good typing Skills. Good Communication & Interpersonal Skills

**EMPLOYMENT HISTORY:**

*Trainee (Shipping & Logistics)*

**The General Shipping & Forwarding services PVT Ltd –** Willington Island, Cochin, India-Assistant Logistics Coordinator 2014-2016

Department: Materials/ warehouse

Responsible for the route movement of outgoing and incoming freight shipments at train, trucking and airline terminals and shipping docks. Also stipulates that must correspond with customers to arrange pickup of cargo and freight for delivery.

Duties:

Monitor shipments to guarantee on-time delivery.

Preparing and maintaining records of all inventories

Compiling inventory reports and issuing them to management Supporting shipping prep and loading

Investigating inventory shortages and discrepancies

Assist in recruit and coordinate logistics staff (truck drivers) according to availabilities and requirements

Assist in produce bills of lading, Airway bill and update shipment status information. Assist in finish all necessary customs documents and other paperwork.

Working with sales reps, customers and other members of the warehouse, as necessary

**Bharti Airtel India PVT Ltd, Thrissur, India**

Authorized Distributers (PM Associates pvt Ltd.) -Sales Coordinator 2012-2013

Assists the sales team by setting monthly goal of sim card activation. Take the team lead to meet sales goals as provided by upper management.

Duties:

Meets monthly sales goal as provided by management. Reads and evaluate sales reports.

Assists the marketing department in new tariffs and plans

Makes sales goals and assists other members of the sales department in meeting them Creates new and innovative ideas to sell product

**EDUCATION QUALIFICATION:**

Master of Business Administration **–** **Shipping and Logistics** (Bharathiar University – 2013 – 2015)

PG Diploma in Logistics and Shipping Management Bachelor of Business Administration **–** **Marketing**

(University of Calicut – 2009 – 2012)

Higher Secondary School (Govt of Kerala – 2009)

Diploma in Indian & Foreign Accounting **(Tally, Peachtree)**

**PROJECT:**

CONCORD Freight PVT ltd Cochin – 3 months

**COMPUTER KNOWLEDGE:**

MS Office (Word, Excel, Power point)`

Certificate Course in Photoshop

Proficient in Internet & E-mail operations

**PERSONAL ACHIEVEMENTS/ ACTIVITIES (SPORTS):**

Represented the District level Volleyball team

Participated in Inter college Volleyball Tournament

**AREAS OF INTEREST:**

Supply chain Executive Inventory Management Warehousing

Shipping Operations & Documentation Sales

**PERSONAL PROFILE:**

Date of Birth : 18th December 1990

Nationality : Indian

Gender : Male

Father’s Name : Ali T.K

Mother’s Name : Jumaila K.M

Languages known : English, Hindi, Malayalam

Interests : Playing Volleyball, Reading

Driving License : Indian driving license

Marital Status : Single

**Visa status** **: Visit visa (Tourist)**

**Visa Validity** **: May 8th**

**DECLARATION:**

I hereby declare that all the details mentioned above are true, complete and correct to the best of my knowledge and belief.

Thanking you for your time and consideration

Place: Dubai, Diera, Nakheel center Arshak