

HIMLAL

Contact No – C/o 0503718643

E-mail:- himlal.358749@2freemail.com

**Job objectives**

Seeking for the position that best utilizes my skills and knowledge obtained from my experiences and academic study. I have strong analytical skills, fast learner, and willing to be further trained. I provide positive attitude and proven record of leadership, reliability and responsibility.

**Working Experience**

* Period : 17-August-2013 to till date
* Company : Gulf Greetings (Hallmark)
* Position : Export Co-Ordinator (Logistic Asst)
* Address : P.O Box No – 7924, Dubai
* Period : 17-April-2012 to 16-Agust-2013
* Company : Gulf Greetings (Hallmark)
* Position : Asst Data Entry Operator (Warehouse Asst)
* Address : P.O Box No - 7924

**Job Involved in U.A.E.**

* Handling all type of Data Entries and documentry for logistic.
* Incoming and outgoing goods handling.
* Documents for Out going shipment, Invoice, Packing List & Certificate of Orgins.
* Safety certificate for the all type of toys
* Co-Ordinating with Shipping company for regional shipments.
* Co-Ordinating with Regional Managers, Doha, Bahrain, Kuwait, Oman, Saudi & Egypt.
* Co-Ordinating with shipping company for Out bound and Inbound shipments.
* **Preparing picking list for picker**.

**Key strengths**

* Excellent interpersonal skills.
* Ability to work independently with minimal supervision.
* Positive work attitude.
* Keen to learn new skills to remain competitive in the face of changing technology.
* Self motivated.

**Educational Qqualification**

* S.L.C.(school leaving certificate) from S.L.C board of Nepal in 2007.
* I.Sc passed in 2009.(INTER MEDIATE EDUCATION)

**Languages known :**

English, Hindi and Nepali.

**Technical Skills**

* MS EXCEL, MS WORD, POWER POINT
* Email internet
* Microsoft Dynamic Nav Basic Knowledge

Skills

* Excllent communication skills both written and Oral
* Knowledge in MS-Word and Excel
* Prefessional appearance and demeanor
* Exposure to cultural working environment and advantage.

**Personal** Information

 Name : Himlal

 Date of birth : 17-Feb-1990

Marital status : Married

Nationality : Nepalese

Religion : Hindu

Known Language : English, Hindi and Nepali

 If you are satisfied by the above details, please give me a chance to work in your esteemed organization and I am assure that I will do my best justify & appointment.

Yours best regards

Himlal