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| CARRIER OBJECTIVEIntend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Wish to work as a key player in challenging and creative environment.SkillsOver four years’ experience in Logistics shipping documentation and specialized for Letter of credit documentation. Worked in a more competitive environment with a strong sense of responsibility. Working in an organization where there are different levels of staff has boosted my morale to handle new areas of work where efficiency comes to the forefront. Last but not the least I am a self-motivated person and more over result oriented.EDUCATION* IATA-UFTA2011-2012 Patriot Aviation College, Thrissur, Kerala, India.
* Diploma in Computer Engineering – 2000-2003 Government Polytechnic, Thrissur, Kerala, India.
* Pre-degree 1998-2000 S.N. College, Nattika, University of Calicut, Kerala, India

cOMPUTER SKILLS* SAP,Galileo, Abacus, Windows 7, MS Office, C++, Java, JavaScript, VB, HTML, MS Access

LANGUAGES* ENGLISH, HINDI & MALAYALAM

PERSONAL DETAILSDate of Birth: 16th Dec. 1982Nationality: IndianPassport No: K6176967Sex: FemaleVisa Status: Employment (transferable)  | EXPerienceCOMPANY NAME - SAFE CHEMICALS FZE, JEBEL ALI FREE ZONE, DUBAIIndustry: chemicals trading JOB Title: Logistics Executive & sales coordinator Years’ Work Experience: January 2017 to till datejob description:Plan and priorties import and export shipments.Freight negotiations with Shipping Lines.Transportation arranging shipments.Handling of documentation during freight processes.Organize shipments with suppliers and customers.Shipment tracking and updating the customer on timely basis.Managing the supply chain and all import & export logistics.Liaise with local Government (DCCI and Dubai Customs) of specific documents & requirementsPreparation of Ministry of Health applications for controlled substances Process all relevant documentation in accordance with the Letter of credit requirements and / or customer requirements.Company Name: Sasol Middle East FZCO.Industry: Solvents ChemicalJOB Title: Logistics ExecutiveYears’ Work Experience: DECEMBER 2013 – DECEMBER 2016Job Description: Plan and priorities shipments in accordance with orders placed and customer requirements (in co-ordination with Logistics Manager/Sales Manager /agents/Distributors/customers)Communication with customers and agents/distributors regarding shipment and order status, including requests for relevant documentation and shipping information’sLiaise with Freight Forwarding companies regarding booking of vesselsArrange for external party actions (ITS/SGS/BV inspections, etc…)Preparation of shipping documents Communication with overseas offices for relevant documentation and shipping information Liaise with local Government (DCCI and Dubai Customs) of specific documents & requirementsPreparation of Ministry of Health applications for controlled substances Complete SAP (ERP) entries on timeProcess all relevant documentation in accordance with the Letter of credit requirements and / or customer requirements.Negotiating the documents under Letter of credit through the bank Coordination with Financial Department regarding invoicingLogistics reports preparationCompany Name: Rough Sea Logistics Industry: Logistics Services Position Title: Logistics Coordinator Years’ Work Experience: 2011 – 2013 Job Description: Independently handling sea freight related imports and LCL & FCL exportsPlan and priorities shipments in accordance with orders placed by the customerQuoting of rates to walk-in customers & providing with ex-works charges / freight rates to various overseas offices incase of ordinary & nominates shipmentsScheduling the import/export shipments in accordance with rates quoted by agents/shipping lines for KEY customersCoordinating between the sales team / customers & ware houseCustoms/Port procedures & documentationRaising invoices to ensure prompt payments from customersCorrespondence with Customers regarding shipments.Data entry in the system and spread sheetsstrengthsStrong interpersonal and communication skills.Ability to understand easily new concepts with minimum refractory time.Perseverance and Integrity to work.High adaptability and Innovative thinking.Eager to accept new responsibilities and challengesGood Team Player and Service Oriented. |
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