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| **SUBHASH** | ADDRESS: |  |
|  |  |
|  | Dubai UAE |  |
|  |  |  |
|  | E-mail: [subhash.374549@2freemail.com](mailto:subhash.374549@2freemail.com) |  |
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| --- | --- | --- |
| **Objective** | To pursue a strong career in the field of Logistics Executive and Transporation. Practical |  |
|  | application of my knowledge, skills and to give defined structure to my ideas in supply chain. |  |
|  | I’m not an opportunist but surely know about timely decisions. |  |
|  | Presently, I am working as Logistic Executive and Transportation coordinator. It has given |  |
| **Personal Profile** |  |
|  | me an opportunity to get an understanding of the working environment in the Logistics and |  |
|  | transportation. |  |
|  | Associated with our sister concern companies, I have had plenty of opportunities of being |  |
|  | involved in managing the Supply Chain operations of the firm, understanding the procedures |  |
|  | for operating and handling the supply chain of the companies abroad. |  |

**Professional Work**

**And Experience**

**VILVIK SHIPPING L.L.C DUBAI**

**Logistic Executive and Transportation coordinator**

Working with this company as a import clearance executive & Export - Air (Documentation & E-clearance (E-MIRSAL2) and Transportation in charge from Oct 2012 till date.

Services rendered to this company include:

* Customs clearing agent with Dubai and Sharjah
* Passing of B\E using Dubai Trade Portal for Import/Export (Sea, Air, and Land), Temporavary Import/Export Sea to Air operations.
* Preparing e-clearance declaration form for import
* Managing the logistics and transportation
* Saving of AED 50K in account of logistic
* Updating portfolio of Clients in all logistics and transportation
* Arranging export and import documents and transportation.
* Organizing the transportation in both local and GCC Countries.
* Managing imports and documentations for release of goods without any demurrage.
* Attending to all telephonic enquires related to above subjects
* Any other work as directed by the management of the company.

**NAS TRADING COMPANY**

**Sales & Marketing Executive in building Material department**

Has experience of working with the firm from 01.07.2011 to 25.09.2012, served the firm as a Sales & Marketing Executive. Responsibilities include:

* Coordination with company staff by transit stock
* Sales and marketing of the building materials
* Coordination with supplier and clients
* Situation Handling (Personal Management Skill)

**Professional**

**Qualification**

**Academic**

**Qualification**

* Direct Reporting to Directors
* Posting & supervision of all type of vouchers

**POMSY FOOD PRODUCTS PVT LTD Bakeshire, K.S.Puram, Vavvakkavu Kollam**

**Accounts assistant**

Has experience of working with the firm from 15.06.2008To 10.01.2010 serving the firm as Accounts assistant. Responsibilities include:

* Making Revenue Report
* Posting & supervision of all type of vouchers
* Dealing with Banks
* Banks, debtors & creditors ledger Reconciliations

**SINU ELECTRO PLAST, MORAYA Comp Bhosari, Pune**

**Accounts assistant**

Has experience of working with the firm from 20.03.2007 To 25.04.2008 serving the firm as Accounts assistant. Responsibilities include

* Accountable for verifying the validity of collected customer information as per credit policy
* Accountable for completion of customer detail files without any pending queries and acquisition of month end authorization for the same.
* In addition to the above stated work, I am involved in various activities like accounts maintenance, file verification, documentation in charge, login files and dispatch files maintenance and updating of file verification decisions.

**COLAMAR BEACH RESORT, GOA**

**Accounts assistant cum cashier**

Has experience of working with the firm from 15.10.2005 to 20.11.2006 serving the firm as Accounts assistant and cashier.

 Diploma in computer Application (Popular Computer Institute, Kollam)

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| Doing | MBA-SCM |  |
| 2003 | B.Com |  |
| 2005 | Diploma in Hotel |  |
| Management |  |
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| **Skills and** | Computing |  |
| **Competencies** | Skills |  |
|  |  |
|  | Language |  |
|  | Proficiency |  |
|  | Others |  |

**Personal**

**Reference**

Advanced proficiency in word-processing and spreadsheets.

Knowledge of various operating systems and use of Internet.

Proficient in English, Hindi, Malayalam, Tamil

Strong power of analysis, communication and inter-personal skills, decision-making and analytical skills, Time oriented and multi-tasking personality, ensure the best suit for any job requiring, keen diligence and thorough decision making

Visa Status Residence

Joining period Immediately

Marital Status Married

D.O.B 11. Nov.1981

Nationality Indian

Will be furnisher on Demand