**MIDHUN**

**Email :** **midhun-393784@gulfjobseeker.com**

**PROFESSIONAL PROFILE**



**Goal-oriented, comfortable at multi-tasking and experience in Sales and Office Administration. Determined to implement earned administrative skills and academic knowledge for the growth of the prospective company.**

**PROFESSIONAL EXPERIENCE**



**QATAR (December 2016)**

**Administration officer**

**APPEARED PROJECTS**

**MALL OF QATAR**

**SHAHANIYA CAMP**

**CP-94 NEW DOHA INTERNATIONAL AIRPORT PROJECT**

**Job Description:**

**Employees welfares (insurance, salary accounts, passport control) Local purchase order in office**

**Issuing gate pass & security administration Supporting payroll**

**CP-94 issuing permits (LOA PERMIT)**

**Trivandrum, Kerala, India (February 2015 to September 2015)**

**Trainee Sales Manager**

**Job Description:**

**Manage sales processes and negotiations to a successful conclusion .**

**Overseeing and directing insurance sales representatives like hiring and conducting sales training. Assist sales agents in selling insurance policies.**

**Responsible for preparing reports as well as maintaining insurance policies and records.**

**Generating new business by leveraging existing relationships, prospecting, conducting market analysis and launching campaigns.**

**Review of sales reports and paperwork gathered from agents.**

**Compiling reports and discussing strategies to meet and exceed sales objectives. Updating daily activities of sales staff to upper -level management.**

**Explaining new products and services to the team members.**

**Identifying and developing sustainable relationships with policy holders.**

**Ensuring compliance with all company policies, processes and procedures, and addressing any shortfalls.**

**Kerala, India**

**(June 2014 to December 2014)**

**Administration Executive**

**Job Description:**

**Handle operations of Sea & Air freight.**

**Organize inbound and outbound LCL/FCL shipments, coordinate multi point loading and monitor the movements**

**Liaise with Shipping Agencies / Carriers / Lines for competitive rates and services**

**Communicate / correspond with Consignees Send pre -alerts / pre advice / arrival notice and ensure timely issuance of delivery orders, clearance and Delivery of Shipments.**

**Prepare Quotations and Issue Invoices**

**Customers support and follow up for smooth shipping operations**

**Facilitate shipment status update to customers through Monitoring Movements from Origin to Destination.**

**Proper maintenance of contacts, customs code, HS CODE and other data of customers and other parties Prepare and submit customer invoices**

**Prepare and coordinate deposit activities**

**Perform all necessary account, bank and other reconciliations Check, verify and process invoices**

**Prepare payments for signature**

**Update, verify and maintain accounting journals and ledgers and other financial records**

**PROFESSIONAL SKILLS**



**Demonstrates an awareness of fundamental business principles as well as an understanding of the overall industry in which the business operates.**

**Goal oriented and ability to thrive in a fast -paced organization. Ability to handle multiple tasks and work under pressure**

**Proficient and detail-based team player**

**Quickly adapt to new technology and easily acquire new technical skills**

**Willingly provide back -up support when required and actively supporting group goals**

**ACADEMIC BACKGROUND**



**Master of Business Administration (HR, Shipping & Logistics)**

**Noorul Islam University, Tamil Nadu, India**

**IT SKILLS**

**Well Versed with the Tally Accounting Software**

**Intermediate level knowledge of the Microsoft Office Suite (Word, Excel and Power Point) Hands on experience with the Microsoft Operating Systems**

**SAP**



**PERSONAL DETAILS**



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| --- | --- | --- | --- |
| **▪** | **Date of Birth** | **:** | **28.05.1989** |
| **▪** | **Nationality** | **:** | **Indian** |
| **▪** | **Marital Status** | **:** | **Single** |

* **Languages Known : English, Malayalam, Tamil**

**PASSPORT AND VISA DETAILS**



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| --- | --- | --- |
| **Date of issue** | **:** | **21.08.2015** |
| **Place of issue** | **:** | **Cochin** |
| **Date of expiry :** | **20.08.202** |
| **Visa Number :** | **BUSINESS VISA** |