**Royston**

Email: Royston-394552@2freemail.com

UAE

CAREER OBJECTIVE

* To be professionally associated with esteemed organization, which provides me a

Challenging career, assist in further improving my skills and achieving the goals

of the organization.

* I would put my relevant knowledge, skills and work hard as a part of team to

deliver the expected results in a timely and an efficient manner.

* Mold myself to the work environment as quickly as possible and start contributing

towards goals of the team and organization.

KEY STRENGTHS

* Possess good verbal and written communication skills.
* Computer-literate performer with extensive software proficiency covering wide

variety of applications.

* Resourceful team player who excels at building trusting relationships within

internal associates and colleagues.

* A motivated self-starter who takes initiative with minimal supervision.
* Willingness to learn and carry strong work ethics at work.
* Possess a positive attitude.
* Good logical and numerate knowledge.

**WORK EXPERIENCE**

 **Bangalore, India:**

**Executive- Customer management December 2018 to August 2019**

**Job profile**

* Having a good relation relationship with the clients.
* Solving the problem of utility by providing them a correct knowledge to customer.
* Providing the correct information about the meter to customer.
* Billing the customer on the right consumed water.
* Explaining the charges to the customer which changes every year.
* Providing bill adjustment, if the customer is billed incorrectly.
* To check if the customer is billed on the correct meter.
* If the incorrect meter is installed in the property, make sure to install the correct meter and bill on the right meter.
* To make insure that the customer receives the bill on time.

**Sharjah, UAE**

**Procurement Assistant from February 2018 to October 2018**

**Job Profile**

* Research potential vendors
* Compare and evaluate offers from suppliers
* Negotiate contract terms of agreement and pricing
* Track orders and ensure timely delivery
* Prepare reports on purchases, including cost analyses
* Monitor stock levels and place orders as needed
* Coordinate with warehouse staff to ensure proper storage
* Negotiation skills
* Maintain updated records of purchased products, delivery information and invoices
* Good knowledge of vendor sourcing practices (researching, evaluating and liaising with vendors)
* Understanding of supply chain procedures
* Verifies purchase requisitions by comparing items requested to master list; clarifying unclear items; recommending alternatives.
* Create and maintain good relationships with vendors and suppliers
* Track incoming inventory, delivery arrival time, and note actual arrival time
* Ensure all deliveries contain all goods requested
* Examine and review products and supplies to ensure quality
* Work with team members, supervisors, and purchasing manager to develop future purchasing plans and source potential relationships with vendors

**Mumbai – India:**

**Operations Executive (Logistics) from October 2016 – November 2017**

**Job Profile**

* Maintaining a good relationship with customers
* Helping customer to solve their Query
* Handling all Ocean Export shipment including contact the customer, pick up, documentation check, shipment booking and tracking
* Providing customers right knowledge about the vessels
* Co-ordinate with customer and explaining about the port charges applied after free days
* Job compilation reports to relevant department on day-to-day business
* Providing the customers right knowledge about the company
* Special attention &charges for VIP customers
* Filing rates with various shipping lines and shipping agents
* Over-looking day-to-day operations
* Communicating with customers for loading of break-bulk cargo
* Building & Maintaining relations with key accounts
* Quoting rates and conforming the business
* Identify new opportunities and increased market presence by working closely with the Management
* Service new and existing clients by taking briefs and solutions as per their shipping/forwarding requirements
* Attend customer’s requirement, prepare quotations and follow up
* Getting rates from Shipping Lines & freight forwarders
* Had to achieve target weekly/monthly

EDUCATIONAL QUALIFICATION

* **Bachelor in Commerce (B. Com)** Mangalore University, India
* **Pre-University (PUC)** Mangalore University, India
* **Diploma in Computer**

**COMPUTER SKILLS**

* Excel, MS Office, Power Point
* Common Internet & Email Application

**EXTRA CURRICULAR**

* Participated in state level Basketball
* Participated in state level Athletics (High Jump)
* Participated in state level Handball

**PERSONAL INFORMATION**

Date of Birth : 25 November 1994

Marital Status : Single

Nationality : Indian

Languages Proficiency : English, Hindi and Kannada

Visa status : Visit visa (Valid until 09December 2019)