**RESUME – Admin, Documentation & Operations**

**VAMSHI**

[Vamshi-395065@2freemail.com](mailto:Vamshi-395065@2freemail.com)

**EDUCATION**

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| **Amity University** | **Masters of Business Administration** |  | 2016-2018 |
| **Bangalore University, Bangalore** | **Bachelor of business Management, Marketing** | | 2013 - 2016 |
| **Arena Animation, Bangalore** | **Arena Animation International Program** |  | 2014 - 2016 |
| **The Indian School, Bahrain** | **AISSE (Grade 10)** |  | 2011 |
|  | **AISSE (Grade 12), Multimedia & Web Technology** | | 2013 |
| **EXPERIENCE** |  |  |  |
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| Customer Service Team; **Internship in Bangalore, India** | | Nov 2015 - Jan 2016 | |

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|  |  Guiding Customers and motivating them to buy the product of their interest |  |
|  Learn new techniques of selling and improve sales skills |  |
|  |  |
|  Efficiently tried to complete my project in a given period of time |  |
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|  Learn the value of customer satisfaction |  |
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* Understood the Effectiveness of the Brand value in the Market

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|  Admin, Documentation and Operations Executive; **Bahrain** | | July 2017 – Dec 2018 |  |
|  |  Coordinating with customers and staff |  |  |
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|  |  Taking care of all import & Export documents |  |
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* + Coordinating with sales for placing booking 
  + Ensuring accuracy in operations and supporting documentation
  + Container bookings and placements with various shipping lines 
*  Responding to the enquiries of all the customers in the most efficient manner
*  Updating Monthly and daily trip reports
*  Follow up with messenger for daily routine work
*  Follow up for import and export clearance
*  Follow-up vendor invoice collection
*  To Update container track on daily basis
*  Allocating daily work for drivers and follow-up for final delivery
  + Placing the trucks based on customer preference
  + Handling staff attendance report
*  Knowledge on LMRA and visa process
*  To apply and renew visa’s
*  Coordinating with Accounts for accounting & payment related issues
  + Arranging Stationery Items for office Purpose

Operations Coordinator; **Internship in Tokyo, Shibuya, Japan** Mar 2019 - May 2019

* Help with new students intake
* Engage with students daily
* Help with questionnaire sessions
* Prepare welcome packages for new students
* Help with activities (i.e. Leading activities, assisting activity leaders, etc.)
* Announce/promote activities in classrooms
* Make flyers and activities schedules
* Social Media Managing/Support
* Prepare for graduation ceremonies
* File course reports and arranging them by class
* Update host family information
* Prepare/mail visa documents
* Organise materials/documents/office supplies
* Marketing work
* Assisting director of studies, accommodation manager, activities manager and school director as required. 

Logistics Coordinator; **Internship in Alexandria, Egypt** July 2019 – Sept 2019

* Coordinating and monitor supply chain operations
* Ensure premises, assets and communication ways are used effectively
* Recruit & coordinate logistics staff (e.g. truck drivers) according to availabilities & requirement
* Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual Satisfaction
* Plan and track the shipment of final products according to customer requirements
* Prepare accurate reports for upper management

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**LEADERSHIP EXPERIENCE AND ACTIVITIES**

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|  |  | Hard working |  |
|  Ability to learn quick and self-motivated | |  |
|  |  |
|  Excellent communication skills | |  |
|  |  |
|  | Team player |  |
|  |  |
|  |  |  |

 Able to adapt

**LEADERSHIP EXPERIENCE AND ACTIVITIES**

* Member of **N.C.C** (National Cadet Corps, India)
* Member of **N.S.S** (National Service Scheme, India)
* Member of **Indian School Band**, Bahrain
* Leading Member in **E-week** Conducted by DSI, Bangalore

**ADDITIONAL INFORMATION**

**Professional Skills**: Marketing, KPI Management, Customer Service, Management, Logistics

**Certificate Course:** On **Solar Energy** from **GSES,** Delhi

**Computer Skills**: Adobe, Multimedia & Web technology, Tally, MS Office

**Interests**: Stock trading

**Languages known**: English, Hindi, Telugu, Kannada

**Driving License**: Bahrain and Indian

**Date of Birth:** 08-Jan-1996

**Marital Status:** Single

**Citizenship:** Indian

**DECLARATION**

I hereby declare that the particulars given above are true to the best of my knowledge and belief.

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|  | **Yours Truly,** |  |
| **Place: Bahrain** | **VAMSHI,** |  |
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