**CAREER OBJECTIVE**

Seeking a suitable placement to utilize my knowledge and experience, and to further enhance my career development advancement

**WORK EXPERIENCE**

* **Sales and Logistics Coordinator** at **Camry International** **FZE** (A division of Jumbo Electronics Co Ltd LLC) **from April 2013 to till date.** **Camry** **International FZE** was established in 1992 to meet the demands of the international markets for electronics products. Based in the Jebel Ali Free Zone, Dubai, UAE, Camry has strong associations with a multitude of leading international brands such as Samsung and LG, under the Consumer Electronics category. Camry is also associated with Blackberry for mobile phones and is the leading supplier of Apple products in Middle East and Africa region.

**Job Responsibilities**

* Working in E-Mirsal online Dubai Trade site for performing all related import, export and transfer Documents.
* Arrange shipments, prepare and approve orders, manage pricing information and release invoices.
* Send documentation that coincides with shipments and importation and are responsible for maximizing space capacity.
* Coordinating schedules with the warehouse and interacts with customers, manage their personal staff and coordinate with other teams.
* Spot export compliance risks and come up with risk assessment measures.
* Up-to-date on regulatory changes and adapt appropriately.
* Responsible for reducing costs as well, and they negotiate freight rates and responsible for warehouse inventory.
* Maintain All Important Files & keep in safe..
* Weekly Physical Stock checks & verify with inventory Department.
* Answering telephone calls and writing and reverting via email.
* **Warehouse Team Leader** **at** LIFESTYLE (A division of Landmark Group) **from March 2011 to March 2013**. Lifestyle is one of the leading Retail Chain in UAE covering around 29 stores across UAE and offers a wide range of exclusive products from home décor, furnishing, lighting and bath décor to makeup, perfumes, fashion accessories, bags, spa products and teen gifts.

**Job Responsibilities**

* Making appointments for receiving inbound shipments.
* Responsible for preparation and sorting of dispatching documents includes BOLs, Delivery Notes etc.
* Processing for Waves according with store transfers, customer orders and store auto replenishments.
* Send the inbound reports to buyers, stores and responsible persons.
* Have to send daily Pre-Delivery alerts to stores.
* Have a good knowledge in WMS (Warehouse Management System) & and its functions.
* Preparing for packing list by container, pick lists, Replenishment lists, etc.
* Need to send GRN reports of inbound shipments to Head Office in weekly basis.
* Updating for trackers namely picking report, summary of container, appointment trackers, discrepancy reports etc.
* Keep a good relationship with planners and store people for adequate requirements of purchase orders and transfers.
* **Data Entry Operator** atParis Group International LLC, Dubai, from **Oct 2007 to Jan 2011.** Paris group is one the most leading business group in UAE for lifestyle retails stores. It has self-owned more than 145 shops in U.A.E and has shops in Muscat, Qatar, Kuwait, Egypt, Bahrain and Saudi Arabia. Paris group is the sole retailers for the brands of Italy like Pierre Cardin, Ted Lapidus, Balmain, Azzaro and Verri and has the retail of High-End Brands like GFF, Versace, Corneliani, Canali and Cerruti etc.

**Job Responsibilities**

* Provide Customer supports
* Ensure Clearing the transaction documents
* Ensure Inventory Controlling
* Proper utilizing of manpower
* Provide all-important report to Management
* Documentation of importing and exporting goods
* Preparation of Monthly reports
* Supervising the Electronic Data Processing team (EDP)
* Filling and sorting of Data
* Preparation of dispatch details

**WORK EXPERIENCE IN INDIA**

* **Data Entry Operator Receptionist** atKolikara Business Corporation, Kasaragodfrom **June 2007 to Oct 2007**

**EDUCTIONAL QUALIFICATION**

* **Bachelor of Commerce** from **Calicut University**
* **V H S E** (Commerce) Vocational Higher Secondary Education.
* **SSLC** (Secondary School leaving certificate) Board of Kerala India.

**COMPUTER SKILLS**

* MS OFFICE (Ms Word, Ms excel)
* Diploma in Computerized Financial Accounting, Tally, Dac Easy, Peach Tree.
* Microsoft Business solution Navision
* BOSS( Back Office Sales and Stocks)
* Oracle(WMS) version 13

**VACTIONAL TRAINING**

* **Diploma in Computerized and Manual Accounting:**
* Diploma in Computerized Financial Accounting
* Preparation of Journal, Ledger, Trial Balance, Profit & Loss Account and Balance Sheet.

**SKILLS & ABILITIES**

* Having good inter - personal, communication, customer management skills
* Having high degree of self-motivation and highly persevere in achieving goals
* Ability to work and communicate efficiently in a group of environment
* Ability to produce high quality of work under minimum supervision.

**PERSONAL DETAILS**

Age and Date of Birth **:** 27 years,21th December 1987

Gender & Marital Status **:** Male**,** Single

Languages known **:** English, Malayalam, Hindi and Tamil

**First Name of Application CV No: 401106**

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