c u r r i c u l u m v i t a e

**Renjith** 

**Logistics And Accounts Professional**

Sharjah – United Arab Emirates

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**Summary Information**

I am honest, hardworking and dependable individual with a smart personality. Professional in workplace and able to integrate well with the team. I have a practical business nature with a flexible approach.

**Professional Profile**

* 6 years working experience in Logistics and 3 Years asAccounts Assistant at the same company.
* Qualified with Master Of Business Administration ( MBA) , Specialized in HR And Marketing.
* Proficient in MS Office applications and Tally ERP 9.
* Have demonstrated ability in establishing cordial relationship with clients.
* Possess excellent communication, convincing & negotiation skills.
* Proactive & well organized; an excellent team player with high energy level & a strong commitment.
* Possess demonstrated ability to work congenially with employees & clients at diverse levels.
* Systematic and methodical approach to work.
* Leading & dealing effectively in a multicultural environment.
* Excellent team player and multilingual individual with good leadership skills.

**Current Profile**

JOB TITLE: **Logistics CoordinatorAnd Assistant Accountant.**

**Gulf Marine Maintenance And Offshore Service Company Dubai LLC.**

**Period: May 2008 to December 2017.**

**Principal duties & responsibilities:**

* Preparation Of Invoices, Debit Notes , Credit Notes etc.
* Check and verify departmental expense reports and send for management approval.
* Calculating and checking to make sure payments, amounts and records are correct.
* Managing Petty cash transactions.
* Provide Logistics support to hire professionals either as a part of team or individually.
* To ensure that work schedule is being followed and implementing the necessary procedures to ensure the maximum utilization of resources.
* Monitor current status and responsibilities of duty drivers and vehicles and make sure to avoid misuse of company assets.
* Check and pay traffic fines of company drivers and management team.
* Established strong image for company as a logistics person among clients and guests.
* Control and minimize operational cost of the organization.
* Prepare Incident reports regarding Traffic violations and accidents belongs to our drivers.
* Always coordinate with shipping agents for the customs and shipping clearance of materials and finished goods.
* Prepare Documents and Delivery Orders for Materials delivery.
* Verify and Receive materials as per purchase orders.
* Arrange Documents for Materials delivery to Free zone companies.
* Apply Free Zone gate passes for employees, drivers, clients and guests.
* Make Sure company vehicles to be well maintained, salik tag to be properly placed, sufficient money should be there in company salik account and vehicles registration to be renewed in time.
* Perform administrative tasks, such as maintaining records and handling confidential documents.

Previous Experience

JOB TITLE: **Sales Team Leader.**

**HDFC Bank Ltd Changanassary Branch.**

**KERALA – INDIA**

**Period: July 2007 – April 2008.**

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**Job Profile**

* Convey proper guidance to the direct sales teams and tele callers about our financial products.
* Motivate and pressure sales teams to achieve targets and encourage then to have a healthy relationship with customers.
* Make sure all executives are well-versed with NRE account features and other insurance products of HDFC Lombard.
* Prepare daily business reports and send to area manager and concerned bank manager.
* Make sure the Documentations should be accurate according to Bank’s KYC Norms and verify all documents with originals.
* Arrange and coordinate direct meeting with potential customers and maintain healthy relationship with them.

Previous Experience

JOB TITLE: **Sales Executive.**

**ICICI Bank Ltd Changanassary Branch.**

**KERALA – INDIA**

**Period: November 2006 - June 2007.**

**NRE Account Opening.**

**Job Profile**

* Seek out new customers through direct visit and tele calling.
* Find Out potential customers and achieve assigned target.
* Generate customer base through telecalling and introduce other banking products.
* Providing comprehensive guidelines to customers about product feature.

Academic History

* Pursuing Masters Of Business Administration (MBA) Specialization in Marketing And HR from Bharathiyar University Tamil nadu, India.
* **B.Com** fromMG University, Kerala. India

Personal Details

Date of Birth : 31st May 1982

Marital Status : Married

Nationality : Indian

Visa status : Visit Visa

**Linguistic Capabilities**

Read & Write : English, Hindi, Malayalam

Speak : English (fluent), Hindi (fluent), Tamil(fair) and Malayalam (Native)

Self-Appraisal Profile

As an overview, I am a result-oriented enthusiastic, flexible, open and persuasive personality with ability to focus on solutions, adopt new technology and remain calm in crisis situation. I am organized, proactive and aspiring towards improving current procedures.

Professional Reference

References & Documents are available upon request

**PLACE: UAE** \_ Renjith