NAVEET

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|  |  NAVEET.164895@2freemail.com  |

objective

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|  | Obtain a challenging position applying creative problem solving and lean management skills with a growing company to achieve optimum utilization of its resources and maximum profits.  |

Skills

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|  | Computer Knowledge* Desirable knowledge in MS Office
* Adaptive to various ERP software
* Immense knowledge in Platts pricing and quotes
* Excellent knowledge in Fuel Oil blending to meet customer requirements
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|  | Languages* English – Good in written and oral communications
* Hindi – Moderate in written and oral communications
* Malayalam - Good in written and oral communications
* Tamil – Good in oral communications
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Experience

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| **Dec 2016 to till date****Sep 2012 to Dec 2016** | Oil Trader, *Royal Ocean Corporation, Dubai***Eight years work experience with FAL Group of Companies in UAE (Dec 2008 – Dec 2016)**Oil Trader, Horizon Energy LLC, Sharjah / Dubai* Admirable experience in Fuel Oil & Gas Oil operations
* Good knowledge of fundamental oil market
* Good knowledge of oil selling and purchasing activities
* Exceptional ability to coordinate with team members virtually
* Immense ability to develop tender documents and contracts
* Excellent team player
* Amazing communication skills in both forms
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| **May 2011 to Aug 2012** | Sales Coordinator (International & Bunker Trading), *FAL* Oil Co Ltd, Sharjah* Preparing sales/purchase contract for International Trades
* Preparing enquiries / nominations in the ERP system for Bunker sales
* Assisting both depts. in day to day sales / purchase activities
* Preparing sales / purchase presentations for management reviews
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| **Dec 2008 to April 2011** | Administrative Clerk,  FAL Energy FZCO, JAFZA* Looking after day to day office administration activities
* Assisting Terminal Manager in operations and related activities
* Communicating with DP World and JAFZA in regards to the administrative and operation related activities
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Education

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| 2003 – 2006 | Graduate in English Literature,  Calicut University, Kerala, India |

other activities

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|  | * Represented Horizon Energy in various OIL & Gas conferences like IP Week (UK), APPEC(Singapore) & MPGC (Middle East)
* Good knowledge about East African market and travelled to Kenya and Tanzania as a part of business development
* Good knowledge of registration process with State Oil Companies in various countries
* Attended various training provided by JAFZA and DP World
* Good knowledge about ISO Certification
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