NAVEET

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|  | [NAVEET.164895@2freemail.com](mailto: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 |
|  | 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 |

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 |
| **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 |

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 |