# OBJECTIVE

Looking for a challenging opportunity in export-import/ sales management / sales accounting / Logistics Management.

# CORE cOMpetencies

* More than Eight years of experience in Logistics Management, Warehouse management, Sales, Sales Documentation, Sales Management & Sales Accounting,
* Excellent communication and negotiation skills; experienced in interacting with clients of different nationalities
* Ability to work independently and as part of a team
* Knowledgeable about the export-import legalities in the Middle East
* Committed to keeping unparalleled quality and professionalism in work
* Forward-thinking attitude and unbridled enthusiasm to embrace new challenges

# experience

**Fujairah Gold FZC (a unit of Vedanta Resources PLC), Fujairah, UAE**

Aug 2011- Till date Associate**, Copper – Logistics, Finance, Sales and Marketing**

**Duties:**

* Plan & Supervise export shipments to International level & GCC countries.
* Freight negotiations with shipping lines.
* Transport arranging shipments
* Handling documentation during freight processes
* Shipment tracking and updating to customers
* Warehouse management skills resulting in accurate level of stock.
* Liaising the Customs formalities for Export & Import shipments in Fujairah & Dubai customs.
* Managing the supply chain and all export & import logistics
* Planning for daily activities and timely deliver material to customers
* Report circulation of planning of the day and stock level accuracy
* Declaration of Monthly production & Monthly sales for the month to Management
* Supervision of loading of containers and trucks without product damages
* Prepare sales documents such as Invoice, BL/TCN, Packing List, COO, Test certificates and other required documents as per the LC/ PO from the customer.
* Negotiation of sales documents with customer or bank in time.
* Supervise and ensure that documentation for customs clearance is carrying out hassle free.
* Address and solve the queries or problems of the internal and external customers regarding the shipping documents and the order.
* Ensure that all sales are secured.
* Ensure that payments are received on time in all sales, and update debtor’s details.
* Arrange the necessary insurance to cover the sale whenever required.
* Liaison with Customs, Banks, logistics providers and Insurance Company for the smooth sale.
* Maintain the day-to-day sales in SAP.
* Coordinate the sales activities between marketing, finance and logistics departments.
* Choose the feasible mode and viable and cost effective transporter from the listed transporters with whom company had contracts for transportation.

**Sterlite Industries India Ltd, a unit of Vedanta Resources PLC, Tuticorin, India**

May 2007 - Aug 2011 **Associate, Export Logistics ( EOU )**

**Duties:**

* Prepare the necessary sales documents such as Invoice OBL, Certificate of Origin, and quality and quantity certificate etc.
* Send the documents to the bank for negotiation as required by the LC within the stipulated time.
* Do necessary communication with customer/bank and ensure that payments are received in time.
* Coordinate with vessel agents and owners to facilitate timely arrival and berthing of the vessel. Maintain in-time completion of the vessel loading by coordinating with the inernl dept as well the outside agencies.
* File necessary documents and pay necessary charges to the customs Dept and Port authorities.
* Make arrangements to pay the freight for the vessel in case the vessel is chartered by the company.
* Create necessary sales orders in SAP; make C-form entry in SAP and get C-forms from the respective customers.
* Assigned the tasks of processing shipments of materials and equipment like confirming of delivery as well as liaise with shipping vendors
* Handled the responsibilities of receiving goods, processing documentation, storing deliveries at warehouse, tracking as well as distributing materials
* Responsible for assisting Logistic professionals with load-out of items being shipped
* Assigned the tasks of maintaining proper record of inventory of items in warehouse and order as required
* Responsible for General maintenance and proper housekeeping
* Processed receipts of materials by using SAP
* Responsible for making shipment arrangement as per customer's requirements
* Assigned the tasks of handling customer complaint and implementing corrective action
* Responsible for communicating with customers on daily requirement and orders
* Assisted Logistic Officer in identifying and selecting emergency supplies and equipment according to supply procedures and procurement specifications
* Prioritizes items for dispatch as well as prepare distribution plans
* Performed any duties related to logistics and supply operations under the instructions of Commercial Manager.

# Major rEsponsibilities held

* Loading Master for the ship representing Sterlite Industries
* Documentation controller at Fujairah Gold FZC
* Logistics Advisor to the commercial Dept of Fujairah Gold FZC
* “5s” coordinator for the Acid Marketing Department.

# EDUCTIONAL qualifications

* MBA (Banking & Finance) from Alagappa University in 2009. *Secured 54% ( DDE)*
* B.COM from Thiagarajar Arts & Science College in 2007. *Secured 79%.*
* 12th from Nadar HSS, State Board in 2004. *Secured 84%.*
* 10th from Nadar HSS, State Board in 2002. *Secured 74.00%*.

# IT SKILLS

* Well versed with MS –Office, SAP R3 –SD Module and Internet Applications.

# personal details

 Date of birth : 10-05-1987

 Sex : Male

 Religion : Hindu

 Nationality : Indian

 Marital Status : Single

# ReFERENCE

 Will be furnished upon request.