**First Name of Application CV No 1625202**

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***Career Objective***

Seeking the position in **Logistic – Sales Executive  /Operations Executive,**to contribute my skills and knowledge and meet customer satisfaction in an established organization.

***Profile Summary***

* 6 years experience in Logistics / Customer Services & Office Administration in UAE .
* Qualified with a Bachelor of Commerce (B.Com).
* Excellent Skills in Microsoft office (Word, Excel, & MS project).
* Attention to detail and has the ability to work under pressure
* Effective communicator adept in delivering superior customer service and bridging the business and technical communities.
* Strong analytical and planning skills, combined with the ability to coordinate the efforts of many to meet organizational goals.
* Ability to work independently with less supervision as well as in a team environment

***Core Competencies***

•    Sales Promotion     •     Shipping / Receiving

•    Meeting Prospective Customers    •     Relocation Service- Local & International.

•    Ware house Management      •     Transportation & Distribution.

***Employment Experience***

Company     :          Four Stars Furniture Movers L.L.C

Period             :          May.2009 to till date.

Designation    :          Logistic cum Admin Executive

**Job Profile: Administration & Logistics**

* Coordinate the house hold goods move-Local & International-Door to Door basis.
* Accurately estimate the volume of a household goods consignment.
* Negotiated rates and service with carriers to Maximize profitability.
* Approaching Clients for business development.
* Preparing documents required for local and international move.
* Coordinate with clients for necessary documents for Customs clearance
* Receive and allot the space for the shipments.
* Analyzed sales, expenses, and inventory on monthly basis to maintain profit goals
* Performed tasks of receiving, sorting, logging, and distributing all incoming shipments.
* Coordinating all administrative and business functions and make sure that they are properly done without delay.
* Arranging shipment, bookings (sea/Air) as per customer’s requirements.
* Supervising and coordinating activities of staff.
* Coordinate with Sales department for Deliveries.
* Reviewing and answering correspondence; file correspondence & other records.
* Data encoding, input, scanning and transcribing of all computer related information of the company.
* Coordinating with insurance companies for marine /warehouse/Vehicle and employee insurance.

***Academic Chronicle***

**Bachelor of Commerce (B.Com)**

*University of  Kerala, India (2001-2004)*

***Computer Skills***

* Operating Systems : Windows 7 & 8, Windows Vista & Windows XP
* Application Software   :Tally ,Ms-Office 2007. (Excel, Word, Outlook)

***Personal Details:***

Nationality        : Indian

Date of Birth     :  30th May, 1983

Languages       : English, Hindi, Malayalam

Status       : Married