** Deepthi**

 | Email: **deepthi.379939@2freemail.com**

A strong customer focused and articulate individual who possesses a friendly and personable approach along with strong time management skills and the ability to perform works as per requirements. I have the entrepreneurial spirit required to work in highly flexible, rapidly changing, ambiguous work environments. Looking to be an integral part of a rapidly growing dynamic company that has plans for ambitious growth.

|  |  |  |
| --- | --- | --- |
| **KEY SKILLS & EXPERTISE** |  |  |
| Critical Thinking | Analytical Thinking | Performance Monitoring |
| Orientation & On-Boarding | Personnel Resource Management | Conflict Management |
| Negotiation | Time Management | Admin & Office Management |

**PROFESSIONAL EXPERIENCE**,

1. AHI CARRIER FZC, SAIF ZONE May 2016 to Present
2. Shine Elements Technical Services LLC, 2015 to 2016
3. Manna cargo LLC 2009 TO 2014
4. Uae Exchange LLC 2007 to 2009

**Commercial/ Logistics Coordinator May 2016-PRESENT**

**AHI CARRIER FZC, SAIF ZONE SHARJAH**

*Responsibilities:*

1. Preparation of technical passports, MDRB, VDB for Yamal project as per the client requirement.
2. Perform shipping documentations, inspection schedules, IRC release and commercial documentations for the Yamal project.
3. Shipment/Logistics support expediting team for shipment of equipment. Generate all necessary shipping documents, DO, Cl etc. Coordinate with customer's/supplier's logistics team including forwarders on shipping documentation. Coordinate all necessaryapprovals on shipping documents. Ensure allnecessary acknowledgements from forwarder/supplier in place.
4. Exemplify versatility and multitasking skills in performing diverse tasks, including schedule development, analysis, cost control, and reporting duties along with execution of critical path analysis, resource leveling
5. Coordination with Sub Vendors, Engineering Team, Third Party Agencies, Front offices of AHi

Carrier on inputs/documents.

1. Establish standard Project Document Control Plan along with Project Manager, Engineering

Manager & Document Lead.

1. Support Document management team in processing customer deliverables.
2. Project wise management of information reports on status of documents.
3. Follow up on all critical documents with all concerned (internal & external).
4. Ensure all documents are archived in line with approved project document plan.
5. Ensure that standard project set-up, document flow and templates are being used.
6. Coordinate and maintain document register (MDR- Master Document Register) in document management system M-Files.
7. Preparing Document Submittals and submit to customer and third parties (service providers e.g. engineering sub-contractors and translation agencies).
8. Receiving and checking all incoming/ outgoing communication on all project documents and distribute them as per project document plan.
9. Examine all project documents, drawings, specifications etc. to verify completeness and accuracy of data and ensure data entry of same into document management system M-Files.
10. Conferring with documentoriginators or engineering personnel to resolve discrepancies and complies required changes to documents.
11. Preparing reports and doing follow ups on any pending documents that require approval/

Comments from relevant parties.

1. Maintain and update database and filing system.
2. Maintaining confidentiality of information & documents.
3. Shipping Documents: Preparation of Shipping Documents for all materials being shipped in co- ordination with the Expeditors.
4. Preparation of Inspection Notifications and getting proper approvals.
5. Co-ordination for IRC acknowledgment & approvals.

**Achievements**

Contributed for the **YAMAL LNG, RUSSIA** project in oil and gas division by taking all the necessary steps to send the shipping documents and all the documentations like technical passports and MDRB on site before installation.

**Project and Procurement Coordinator**  **2015 to 2016**

**Shine Elements Technical Services LLC**

*Responsibilities:*

* Define the scope of the project in collaboration with senior management
* Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project
* Determine the resources (time, money, equipment, etc) required to complete the project
* Develop a schedule for project completion that effectively allocates the resources to the activities
* Review the project schedule with senior management and all other staff that will be affected by the project activities; revise the schedule as required
* Consultation with the appropriate manager, recruit, interview and select staff and/or volunteers with appropriate skills for the project activities
* Manage project staff and/or volunteers according to the established policies and practices of the organization
* Ensure that personnel files are properly maintained and kept confidential
* Ensure that all project personnel receive an appropriate orientation to the organization and the project
* Contract qualified consultants to work on the project as appropriate
* Monitor cash flow projections and report actual cash flow and variance to senior management on a regular basis (monthly/bimonthly)

|  |  |
| --- | --- |
| **Procurement and logistics Coordinator**  | **2009-2015** |
| **Manna Cargo LLC, DAFZA** |  |

*Responsibilities:*

* Negotiate rates with carriers to secure best possible rates in line with the company’s buying policy.
* All calogi operations and mirsal 2 operations for export and import cargo.
* Responsible for all inbound and outbound traffic, maximizing cost-effectiveness and tracking all consignments.
* Works closely with the Sales Director to ensure the best supply chain solutions are achieved.
* Observe and follow all health and safety compliances, including the supervision of staff in this respect.
* Liaise with local freight forwarders by establishing some standardized order processes with overseas suppliers.
* Strengthen relationships with overseas suppliers.
* Very good coordination with government officials (Customs, Dubai Municipality) to get all the logistics clearance.
* Coordinate with suppliers regarding order discrepancies, shipment shortages and transactional errors
* Assist the senior buyer in bid evaluations and vendor selections
* Evaluate all purchase orders and ensure their accordance with the SKU and packaging guidelines
* Develop purchase orders by managing product availability, quality and price options
* Monitor procurement inventories and keep track of all supply dates and scheduled shipments

  **Achievements**

 Had contributed and achieved in getting shipments from clients to various sectors and processing their reaching on the destinations at appropriate time. Had provided the best rates and service to the clients and hence had bought considerable reputation to the organization.

|  |  |
| --- | --- |
| **Senior Customer Service Officer** | **2007 to 2009** |

**UAE Exchange, Sharjah**

*Responsibilities:*

* Work as Foreign Currency cashier in the branch.
* Accepting cash, transferring cash from cashier to cashier, branch to branch and branch to bank.
* Ensure that the necessary steps are initiated on obtaining any counterfeit note.
* Well updated about the rates of the foreign currencies for day to day FC cash activities. Purchase & Sale of all major currencies in the world.
* Purchase of Traveler’s Cheque issued by American Express Bank. Currency exchange & aiming at highest profit.
* Able to demonstrate a high standard of customer service.
* Positive attitude energetic approach and self motivated.
* Finding solutions to customer issues and problems.
* Always looking at different ways to improve the service given to customers.
* Able to handle customer complaints.
* Educate the customers about the benefits of a new product introduced into the market by the company.
* Cross selling of all the products of the company to walk-in customers.

**COMPUTER SKILLS**

**ADVANCED FORMULAS**

UNDERSTANDING OF RELATIVE REFERENCE, ABSOLUTE REFERENCE & MIXED REFERENCE.,USE OF IF STATEMENT, MULTIPLE IF STATEMENT, FILTER & ADVANCED AUTOFILTER – ( USED TO GENERATE REPORTS)CONDITIONAL FORMATTING, HYPERLINK ,USE OF VALIDATIONS

**HOW TO CREATE AND USE OF MACRO IN WORKBOOK**
CHART / 3D CHART / USE OF PIE CHART & SMARTART ,SUMIF, SUMIFS, COUNTIF , COUNTIFS , AVERAGEIF & AVERAGEIFS

**USE OF CONSOLIDATE & SUBTOTALS**

PIVOT TABLE WITH CHART REPORT FEATURES – (USED TO GENERATE REPORTS)
 VLOOKUP WITH ISERROR / ISNA FUNCTIONS – (USED TO GENERATE REPORTS)

 **SORTING & MULTIPLE SORTING**

 DATA ANALYSIS THROUGH GOAL , SEEK & DATA TABLE FEATURES, LINKING OF WORKSHEET / WORKBOOK

IMPORT / EXPORT OF DATA ,HOW TO PROTECT FILE, WORKSHEET & WORKBOOK
 USE OF TEMPLATE ,USE OF OTHER APPLICATIONS IN THE WORKBOOK

|  |  |
| --- | --- |
| **EDUCATION/ CERTIFICATION/ TRAINING** |  |
| **Course** | **Board/University** | **Year** |
| 1.M Sc Microbiology | Bharathiar University, India | 2007 |
| 2.B Sc Microbiology | Bharathiar University, India | 2005 |
| 3. Diploma in Computer Application | Global Institute, India | 2007 |
| 4. Grade 1 to 12 (Schooling) | Kendriya Vidhyalaya Palghat | 2002 |
|  |  |  |
| Certification and Awards | Gold Medalist for graduation and post graduation |
|  | In Bharathiar University Coimbatore. |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **PERSONAL DETAILS** |  |  |  |
| **Age & Marital status** | : 31,Married |  |  |
| **Nationality** | : Indian |  |  |
| **Languages known** | : English, Hindi, Tamil, Malayalam |  |
| **Visa Status** | : Husbands Visa |  |
| **License** | : UAE light vehicle |  |

*I hereby declare that the information furnished above is complete and true to the best of my knowledge.*

P a g e 2 | 2