|  |
| --- |
| **curriculum Vitae**4a copy.jpgC:\Users\unnikini\Desktop\pp.JPG***Attanatsia*** ***E-mail:*** ***attanatsia.381105@2freemail.com*** |
|  |
|

|  |
| --- |
| ***Objective:*** |
| To seek a challenging position with a reputed organization, to invest all my professional expertise, to contribute, to the success and growth of the organization I work for, to develop my career to an optimum leveland to implement my practical experience. |

|  |  |
| --- | --- |
| ***Experience*** | **16 years’ experience in Admin, Sales Coordination, Logistics & Documentation etc.** |
| Company : | **ARAB BEVERAGES EST.****Beverage Industry, Al Accad Group of Companies in Dubai – UAE** |
| Period : | May 26, 2012 to 30 March 2018(6years) |
| Position : | Admin Export SalesCoordinator |
| Job Summary: | Working directly with Export and Local Sales Managers, making Profoma Invoices /, Customers Contracts. Once the order confirmation put it in the production, monitoring the production schedule, proactively booking the vessel, confirm the payment, making export documents while paying attention to detals and shipping the order out at the earliest.  |
| Duties Included: | * Customer Service Coordination by Being the main communication point on behalf of all ABE departments and the company
* Internal coordination with Production & Warehouse Team for getting the goods as per the given schedule
* Coordinating with accounts for payment arrangements (TT, CAD & LC)
* Following payments from customers
* Responsible for all Export Petty cash and E-Dirham account
* Coordinating with the Inspection agencies like Bureau VERITAS and SGS
* Negotiation with shipping lines, freight forwarders and container booking
* Calculating different prices for different products e.g. FOB,Ex Works C&F etc.
* Attending to walking customers, direct enquiries from customers & counter sales
* Filling and Keeping the entire shipment records properly
* Communicating with customers for shipment schedule, Vessel details, SOB, ETD and ETAsand making all the Export documents such as Invoice, Packing list, COO, Health certificate, Analysis, etc.
* Applying documents through Dubai Chamber, Dubai Municipality, Ministry of Economy and preparing documents for Attestation from UAE Foreign Affairs & Foreign Embassy’s
* Immense communication with customers from all over the world until the shipment is delivered.
* Making weekly, monthly and yearly various sales reports
* Process and correct miscellaneous accounting issues and Issuing statistical or detailed reporting for customers as requested.
* Lead Team Expert for FDA, CBP and Financial responsibilities
* Data entry and Billing of services.
* Process and correct miscellaneous accounting issues
* Close shipments and filing both computer and hard copy
* Presenting weekly, monthly and yearly Export exports
 |
| Company : | **WILLOWVALE/ZIMBABWE VINRUFF INDUSTIRIES** **A group of companies for Steel & Chemical based in South Africa & Corporate office in Harare/ Zimbabwe** |
| Period : | From 2010-2012 |
| Position : | **Administration Coordinator / Personal Assistant** |
| Job Summary: | Ensures that goods are shipped in the most timely and efficient manner according to the Sales Contracts / Purchase Orders as per document processes, including planning of the shipment, shipping line / transportation and tracking the shipment from pick up through delivery all the while targeting cost reduction, freight savings, service and contractual requirements. |
| Duties Included: | * Writing and responding to correspondences
* Organizing and coordinating meetings
* Filling
* Updating customer Data using Pastel
* Selling and introducing new products to both regular and new customers
* Receiving incoming calls
* Solving problems for customer both internally and externally
* Taking minutes
* Preparing Itineraries as well as travel and accommodation arrangements for the executive staff
 |
| Company : | **Local Care Force United Kingdom** |
| Period : | May 2005 – October 2009 |
| Position : | **Support Work** |
| Job Summary: | Support people with Mental difficulties and learning difficulties out medicationHelping clients manage their budget, pay bills and write letters. supportingMonitoring and identifying changes and vital signs in service users. Assisting with daily living activities, observing patients and charting changes in their health or behavior, escorting patients and obtaining lab specimens. They may work in hospitals, nursing homes, clinics or other health **care** settings |
| Duties Included: | * Supporting people with learning difficulties
* Prompting and Supporting them with their daily Chores
* Updating the Support work report every day
* Updating the cash Book everyday
* Supporting with personal needs e.g. day to day care
 |
|  |
| Company : | **WORLD HEALTH ORGANIZATION - ZIMBABWE** |
| Period : | September 2000 March 2005 |
| Position : | **Administrative Assistant officer** |
| Duties Included: | Responsible for Updating UN Security System* Updating UN Security System
* Researching on the best equipment for the Organization
* Working in liaison with the supplies and inventory departments
* Responding to correspondences within and outside the region
* Doing appraisals every 6months
* Preparing itineraries for international and local staff as well as accommodation
* Making all types of correspondence, memos, facsimiles and letters
* Preparation of Invoices, Quotations, Bills etc.
* Entering data’s in the computerized programs
* Organizing World health International meetings e.g. (RC) thus Regional Council meetings.
 |

|  |
| --- |
| ***Education:*** |
| Degree: | **Bachelor of Business Management**  |
| University: | Wolverhampton University  |

|  |
| --- |
|  |
| Diploma: | **Higher National Diploma**  |
| University: | Westford School Of Management United Kingdom  |

|  |
| --- |
|  |
| Award : | **Double Award In Business Studies**  |
| College: |  Leeds Technical College Leeds/ United Kingdom  |

|  |
| --- |
| ***Computer Proficiency :*** |

|  |  |
| --- | --- |
| Certificate: | In Computer ApplicationMS Office (Word, Excel, PowerPointInternet & Emails |
| Institute: |  Computer School Of Secretarial  |

|  |
| --- |
| ***Skills Inventory:*** |
|  | * Excellent Interpersonal communication and price Negotiation
* Coordination with International Suppliers and Customers
* Trustworthy and dependable
* Advising and supporting both buyers and sellers on good rates
* Well focused and Excellent Organization skills
* Proficient in Microsoft Office. MI.S.Database
* Coordination with Banks (Trade Service)
* Import and export documentation and detail oriented
* File Management.
* Commercial Correspondence.
* Customer Service.
* Hard working and meet deadlines.
* Word, Excel, Outlook andtyping
 |

|  |
| --- |
| ***Languages Known :*** |

|  |  |
| --- | --- |
| English :Shona :*French* | Speak, Write & ReadSpeak, Write & Read(Mother Tongue)Speak, Write& Read Intermediate (Certificate) |

|  |
| --- |
| ***Personal Information:*** |
| **Name :** |  Attanatsia  |
| **Nationality :** | Zimbabwe |
| **Date of Birth :** | 14th March 1974 |
| **Marital status :** | Married |
| **Driving License**  | Light Vehicle (Automatic)– Dubai, UAE |
| **Visa Status:** | Visitors’ Visa  |
|  |  |
|  |  |

 |