Email: moitheen-394770@2freemail.com

**PROFILE**

**CAREER HIGHLIGHTS**

Date of Birth : 06-10-1990 Marital Status : Married Gender : Male

Nationality : Indian

with KSA License

Visa Status : Visit Visa 90days

Management Professional Seeking a Full time position in the field of Management Administration, Sales and Business Development, Customer Service, , Marketing, Social Media Management where I can Apply my knowledge and Skill for the continues Improvement .Exceptionally well organized with a track record that demonstrates self-motivation, creativity and initiative to achieve both corporate goals. Work with positive attitude to contribute the healthy functioning of the organization .

Movbbv

MOITHEEN

**WORK EXPERIENCES**

# Operation Executive Trainee (Freight Forwarding)(11/2018 – 8/2019) (Jebel Ali Dubai,)

* + Handling export & import operation activities
	+ Maintenance of Customs duty/documents
	+ HandlingcustomsclearanceprocessandFreightforwardingofSea&air&Land
	+ Managing customs bill of entry through E-Mirsal
	+ Preparation of Job card in System, repacking,

## Sales Development Manager (08/2015 –08/2016)

 **(Dammam, Saudi Arabia)**

* + Develop clientele by researching and targeting relevant industry and market for new business.
	+ Identify potential business deals by contacting potential partners; discovering and exploring opportunities.
	+ Identify potential business opportunities B2B market by analyzing market strategies
	+ Close new business deals by coordinating requirements

## Admin Cum Logistics Coordinator (07/2014 -06/2015)

**(Chennai, India)**

* + Dispatch/routing, Quality assurance
	+ Recruit and coordinate logistics staff (e.g. truck drivers) according to availabilities and requirements
	+ Coordinating and monitoring supply chain operations
	+ Plan and track the shipment of final products according to customer requirements
	+ Utilizing logistics IT to optimize shipping and transport procedures
	+ Preparation of Payroll Data in coordination with HR team
	+ Preparation of Form16 for employees and Vendor and ensure timely distribution to relevant parties

**EXPERTISE**

**EDUCATION**

* Administration & Business Development
* Coordination ,Customer Service
* Office and Operation Management
* Marketing, Accounting , Key of Accounts
* Social media Management
* Insurance, Banking

**2012 -2014**

**2009 -2012**

Master of Business Administration **(MBA)** major in Finance & Marketing at **East West College of Management, Bangalore (Bangalore University, Karnataka, India)**

### Percentage: 68%

Bachelor of Commerce **(B.com)** at Brilliance Academy (**Calicut University, Kerala, India**) **Percentage: 60%**

**SKILLS**

**LANGUAGES**

1. Leadership and Coordination

|  |  |  |  |
| --- | --- | --- | --- |
| **LANGUAGE** | **READ** | **WRITE** | **SPEAK** |
| English | Yes | Yes | Yes |
| Hindi | Yes | Yes | Yes |
| Malayalam | Yes | Yes | Yes |
| Tamil | Nil | Nil | Yes |

1. Communication and Sales
2. Planning and Forecasting
3. Public Speaking and Supervising
4. Administration and Customer handling
5. Marketing and Business Development

**COMPUTER PROFICIENCY**

**CERTIFICATION**

### OPERATINGSYSTEMS : Windows ,Linux,Ubuntu

* + **OFFICETOOLS : MS–Office**
	+ **OFFICESOFTWARE : Libra office ,Mac office tools**

Diploma in Indian and Foreign Accounting from GTEC Computer Education, Kerala, India (**Affiliated by Ministry of Education Singapore**)

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**EXTRA CURRICULAR ACTIVITIES**

* + College level Soccer Team Member
	+ Participated in MSM (Muslim Student Moments) ,Kerala

,India

* + Participated in Calicut University Private College Level Soccer Tournaments
	+ Winners in College Level Pencil Drawing Competition

**DECLARATION:** : I, Moitheen, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Moitheen