**Naina**



[**Naina-395606@gulfjobseeker.com**](mailto:Naina-395606@gulfjobseeker.com)

**Skills**

To build a long - term career in Logistics, Shipping, Administration, Coordination and Operations that offers professional growth and continuous learning opportunities.

**Experience**

2008 - 2009 - 1 Years ​- ​**Fujairah, UAE**

*Tally clerk*

* Monitoring stocks
* Office Assistant

2010 - 2012 - 2 Years ​- ​**India, Chennai**

*Office Assistant*

* Managing and Monitoring stock
* Delivering item to client place
* Other office work

2013- 2016 - 3 Years​-​​**India, Chennai**

**Habro Trading & logistics Pvt Ltd** ​*- Office Assistant*

* Admin and office assistance
* Manage and Maintaining office documents
* Supervising loading and unloading cargo (Coal, Limestone, Gypsum)
* Cheque deposit in the bank
* Collecting official documents

2016 – 2019 - 3 Years​- ​**India, Chennai**

**Times Shipping & logistics Pvt Ltd**​*- Office Assistant & Executive work*

* Office assistant and Executive work
* Managing and Maintaining office documents
* Scheduling, organizing and planning Supervising
* Preparing deliveries
* Monitoring stock levels
* Monitor shipment clearance status
* Moving and organizing stock

**Other Skills**

|  |  |  |
| --- | --- | --- |
| **Computer Knowledge** | **Language Spoken** | **Education Level** |
|  |  |  |
| Windows 10, Microsoft Office Basic | English, Hindi, Tamil | 10th Grade |
|  |  |  |

**Personal Details**

D.O.B 22/03/1984

India, Tamil Nadu, Chennai

**Visit Visa – Valid Until : 20 – 12 -2019**