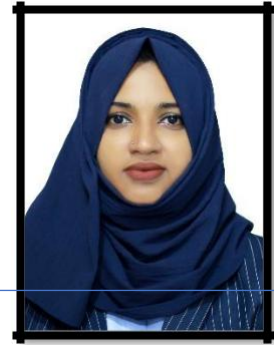


ASNA

LOGISTICS-IMPORT-EXPORT-DOCUMENTATION

Mobile: +971504753686

asna-405760@2freemail.com



PROFILE

Professional seeking to secure a challenging Logistics or Freight forwarder position in a dynamic and exciting organization where my knowledge, experience and skills contribute to the growth and continuing success of the organization.

EXPERIENCE

- **Business Development & Operation Executive** at Logistics Company, **Al Quoz, Dubai** (September-2023)
 - **Sales and Operations** – preparing the Bill of lading, arrange shipping Documentation, Oversee the schedule, arranging documents for Export Declaration, import declaration, Makasa, Dispatch and tracking of goods, Delivery order, Mofa attestation, new business registration.
 - **NVOCC**- Document submissions, preparation of Export Order.
 - **LCL**- Document Submissions, preparation of D.O, Split D.O, Consolidated LCL cargo onto full containers.
 - **CIS**-Marketing, Operations and Documentation.

- **Business Development & Operation Executive** at Logistics Company, **Jebel Ali Freezone, Dubai** (September-2023)
 - **LCL**-Document submission, Issuing of D.O, Bill of Entry, Preparations of Customs Clearance Documents.

- **Business Development & Operation Executive** at Logistics (Freight connect solution) **BEO**–(May-September,2023)
 - **Marketing** -Tele Marketing, Agency Marketing, Network Marketing, collaborated with third party freight forwarders.
 - **Operations** -Job opening, routing Order, Prepared required import export container documents, pricing, Prepared and processed delivery Orders, Negotiated freight rates, customer service.
 - **Relocation** - Marketing, booking sea and air freights, communicating with clients, Ensuring business, documentation.
 - **NVOCC** – Coordinate with our contracted vendors, preparation of E.O, document submission like Micro clear at Kuwait, Import General manifest at Oman, Iraq Port Authority manifest at Iraq.
 - **CIS** - Marketing, Operations and documentation.
 - **LCL** - Marketing, obtain all available LCL pickup information and arrange delivery, Connecting the shipping line to know the charges,

NOC, Documentation, dispatched domestic movement of Custom's cleared International Freight, Submission of Customs Manifest, consolidated LCL cargo onto full containers.



Education Consultant in Marketing & Sales at Elevate Educational Service pt Id, Palakkad, Kerala, India. (2020-2022)

- Business Development, Tele communication, Data Mining
- Student counselling, prepared Documents for admissions, Arranging Bank facilities.

EDUCATION

- PG DIPLOMA IN LOGISTICS AND SHIPPING MANAGEMENT (Frontline Academy of Logistics 2022 -2023)
- ILSM UK CERTIFICATION IN LOGISTICS AND SHIPPING (Frontline Academy of Logistics 2022 -2023)
- STED COUNCIL (Frontline Academy of Logistics 2022 -2023)
- SKILL DEVELOPMENT BOARD (Frontline Academy of Logistics 2022 -2023)
- Pursuing M.A LITERATURE from IGNOU University
- GRADUATE IN B.A ENGLISH LANGUAGE AND LITERATURE. (Calicut university 2017-2020)

SKILLS

- Tele communication
- Mail communication
- Negotiation
- Conversion
- Critical thinking
- Presentation
- Problem solving
- Team work
- Adaptability
- Documentations
- Data Management
- Pricing (Air, Sea and Land)
- Customer Service
- Leadership Quality

COMPUTER SKILLS

- MS Office
- Word
- Excel Advanced
- Power point

LANGUAGE SKILLS

- English
- Malayalam
- Hindi
- Tamil

REFERENCE & VISA SPONSOR

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