

SANTY P SAMUEL

29 Years



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: -Ph. number- +971 50 519 5393



PERSONAL PROFILE

Nationality	Indian
State	Kerala
Languages	English, Malayalam, Tamil.
Religion	Christian
Date of birth	23/10/1992
Gender	Female
Father	Y Samuel
Marital status	Single
Permanent Address	Remya Bhavan KP 9/329 (A), Ground floor, oppo: Kunnorshala temple arch, katchani, karakulam, Tvm-12, Trivandrum

DIPLOMA IN COMPUTER APPLICATION

Central polytechnic collage

Year of passing: 2014 Marks: 80%

GRADUATION

BSc Electronics

University Institute of Technology

Year of passing: 2013 Marks: 55%

PLUS 2

Biology Science (Kerala HSE)

Salvation army HSS

Year of passing: 2010 Marks: 60%

SSLC

GHSS for girls Cotton Hill

Year of passing: 2008 Marks: 70%

REFERENCE

Name-	- Abdul Rahoof
Designation-	- Sales Manager
Institution-	-New Age Shipping wll
Mobile No:	- +973 3994 5636

OBJECTIVE

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background and ability to work well with people who will allow me to grow personally and professionally.

WORK EXPERIENCE

- Accountant cum Business Development Executive cum Operations & Logistics Coordinator - New Age Shipping WLL, Kingdom of Bahrain (October 2016- July 2020)
- Business development executive- Southeast shipping LLC, Dubai (SME back office, TVM) (April 2015- Mar 2016)

JOB PROFILE

Roles & responsibilities:

Accountant cum Business Development Executive cum Operations & logistics Coordinator- New Age Shipping WLL, Kingdom of Bahrain

- Maintaining accounts in cargo related software (FLAIR)
- Vendor Reconciliation
- Preparations of Accounts Payable vouchers
- Vendor Queries
- Monitoring invoice inflow in the company and chasing before closure of time
- Coordinating with government authorities in Bahrain
- Preparing clearance documents
- Managing day to day office operations, documentations
- Scheduling international & domestic shipments
- Making export, import custom clearance arrangements
- Tracking shipment and give proper updates to the customer

Business development executive- Southeast shipping LLC, Dubai (SME back office, TVM)

- Preparing quotation for enquiries
- Regular add promotions
- Email marketing
- Reaching prospective clients and customers in UAE
- Contact all clients and customers in UAE

Soft Skills

- Collaborator
- Innovator
- Intuitive
- Thinker
- Communicator
- Flexible and Adaptable

Extra Information

Software Packagers: Expert in MS office, Excel and cargo related software (FLAIR)

Typing Speed : 30-35 words per minute

Declaration

I hereby declare that the above mentioned information is true to the best of my knowledge.

Santy P Samuel

Place: Dubai