

GURURAJ SHETTY



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CURRENT ADDRESS

P.O Box 52281,
Bur Dubai, Dubai, UAE

PERSONAL DETAILS

D.OB-21 DEC 1990
Gender – Male
Marital Status- Single

Language skills

English, Hindi, Kannada and
Tulu

PASSPORT DETAILS

Nationality: Indian
Passport No: K5780531

AREA OF INTEREST

Logistics / Shipping,
Coordination,
Administration.

COMPUTER

PROFICIENCY

MS Word, MS Excel and
MS, Tally. Power point,
Outlook.

Curricular Extra- Activities

Traveling, Music
Sports, Reading,

Curriculum Vitae

CAREER OBJECTIVE

To prove to be a valuable asset to the company in terms of my contribution, to obtain a challenging position, offering personal growth, diversity & responsibility.

Talented and accomplished self-motivated professional with good management, client relationship, communication, interpersonal and supervision skills

STRENGTH AND SKILLS

- Aspiring to learn, remarkably quick learning capacity.
- Excellent Team worker and Quick learner.
- Loyal, Dynamic and Self-motivated behavior.
- Good communication, Negotiation and Decision-making skills.
- Always trying to be Enthusiastic about everything that I undertake.

KEY DELIVERABLES

- Business & commercial relationships
- Strong care for customer service- internal & external
- Excellent analytical skills for data mining to produce managerial Reports of all kinds.
- Excellent team leader and a player capable of people's Development.
- Multi -Tasking.
- Administrative work, Payroll, Receivable, invoice, purchase orders, claim, import clearance.

CAREER DETAILS

COMPANY	DESIGNATION	PERIOD
Salman corporation LLC	Stock controller and department head	18/09/2013 To 18/09/2015
Sirjanhar trading LLC (Textiles and fabrics import and Re-Export)	Logistics and account assistant	1/12/2015 To 20/02/2020
Food Specialities Limited	Logistics Support Executive & Customer Service Representative	20/02/2020 To Current Date

JOB PROFILE & WORK RESPONSIBILITIES

Food Specialities Limited from Feb 2020 to Till Date.

- Be the first person to receive quality exposure by handling all sales queries & make sure the products and services are available on time.
- Prepare and deliver appropriate presentations on products and services to customers.
- Preparation of landed cost to share with teams' head/sales.
- Coordinating with customer for shipment documents and label and registration.
- Checking shipment documents and preparing annexure for shipment documents.
- Forecasting, planning and Generating PO's send across to suppliers. Coordinate & follow up for shipment details.

- Tracking shipment schedule and updating to customer accordingly.
- Coordinating with other depts., such as clearance depts., logistics, stores/warehouses & Finance to ensure smooth functioning within the given time frames.
- Stock count & inventory management. Monitoring & controlling stock level, ensure not holding over stock at the same time avoiding out of stock situation & expired items.
- Educate new vendors about KSA & UAE import regulations.
- Implementing Standard Operating procedures within the warehouse.
- Maintain and update quality records as per ISO standards.
- Maintain and provide sales report and other reports to superiors.

Sirjanhar Trading (LLC), Dubai, UAE from Sep 2015 to Feb 2020

- Debtor and purchase ledger reconciliation and Bank debtors and creditors reconciliation.
- Maintain cash transaction & petty cash book preparing.
- Preparing of tax invoice , vouchers & agency payment
- Preparing outstanding list of debtors and Reconciliation statement at the end of month.
- Enter posting of purchase, sale, payment, receipt collection.
- Processing accounts payables invoices and Recording all cash activity on a daily basis
- Raising accounts receivable invoices & preparing invoices for payment.
- H a n d l i n g Payroll Processing, Accounts receivable and Accounts payable
- Avoid double payment by checking monthly duplicate.
- Preparation of financial statement
- Proactively identifying business improvement opportunities.
- Ensuring that information is accurately collated & entered into systems
- Preparation of bi-weekly invoice and expense claim payment runs.
- Preparation and input of month end journal vouchers
- Handling finalization of Accounts, Book keeping and Petty Cash Book Data entry, Invoicing, credit card payments etc.
- Have 2 years of experience in Customs Documentation and Transportation with reputed organization in Dubai, UAE.
- Have experience working in Shipping, Import, and Re-Export & Distribution.
- Knowledge of DP world and E-MIRSAL 2. (Declaration, claim etc.)
- Maintaining daily records of Shipment movements and Maintaining daily records of Distribution Details.
- Communicating with Shipping Line and Shipping Agents.
- Follow up on all Logistics coordination with Customers, Customs & Port.
- Have proven problem solving, coordination and analytical skills.
- Have the knowledge of free zone rules for clearance of customs (DAFZA & JAFZA etc.)
- Generate Reports (Invoice details report etc.) as required by Shipping and Transport Manager.
- Handle documentation pertaining to Customs & Ports & Passed / Collected documents to Customs & Ports.
- Handling and Responsible for DP World Advance Deposit Account.
- Co-ordinate with Accounts Dept. For Timely funds receipt/payments.
- Maintaining CDR account and daily reports of transactions.
- Responsible for Coordination and arrangements of Transportation from Port / Airport to various destinations Inside UAE, as required by customer requirements.
- Preparing and Following of Exit Entry Documents for Re-Export Shipments.
- Maintaining the procedures and Follow up for the Duty deposit for Re- Export Shipments.
- Preparing, Follow Up and Maintaining the Exit Entry Documents and
- Duty Deposit for Export Shipments from PCW to ROW.
- Inspection Booking and Follow up with Dubai Customs.
- Preparation of RE-Export & Shipping documents: Invoice, Packing list, Shipping marks
- Monthly Presentation on Department Targets, Challenges and Requirements to Company CEO.
- Re-exporting, preparing launch exit paper, claim acknowledge to Dubai Custom.

LOGISTICS SKILLS AND KNOWLEDGE

- Logistics Policies, Import /Export, Handling Free-zone Custom operations.
- Communication & Information and Client Handling
- Export from PCW to ROW Procedures, Custom Documentation, Normal Import / Import for Re-Export Procedures, Logistics Meetings & Training
- Re-export Claim acknowledge ,Transportation & Distribution Management

Salman Corporation LLC Oman Muscat (Marketers of world branded consumer durable products) from September 2013 To September 2015

- *Planning, scheduling and supervising all day-to-day inbound and outbound stock movement*
- Worked as Sales advisor & stock controller.
- Planning, scheduling & supervising all day to day and outbound stock movement.
- Compiling & maintains record of quantity, type, value of the materials or supplies in stock and posts totals to inventory records.
- Maintain day to day Accounts and reporting to the senior management.
- Stock controlling & Handling Inbound & Out bound goods report, updating stock files.
- Controlling the products inputs & outputs from warehouse.
- Tracking & updating stocks both on sheet's & computerized system.
- Avoiding products shortage

ACADEMIC QUALIFICATION:

Degree	Institution	University	Year of Passing
B. C .A	MNGALORE INSTITUTE OF TECHNOLOGICAL	Mangalore	2011
P.U.C	VVPU COLLEGE, MUNDKUR	Mangalore	2008
S.S.L.C	VVPU HIGH SCHOOL,	Mangalore	2006

DECLARATION:

I hereby declare that the information's furnished above is true to the best of my knowledge and belief.

Date:

Yours faithfully,

Place:

Mr.Gururaj Shetty