



CONTACT ME AT

ROLLA, Dubai
0543542155
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ABOUT ME

Gender : Male
DOB : 24th September 1995
Nationality : Indian

PASSPORT DETAILS

Passport Number : M1395591
Date of issue : 24-09-2014
Date of expiry : 23-09-2024
Visa Status : Visiting Visa
Place of issue : Riyadh

LANGUAGES KNOWN

Malyalam : ●●●●●
Hindi : ●●●●●
English : ●●●●●
Tamil : ●●●●●
Arabic : ●●●●●

HOBBIES

Playing Snooker , Volleyball,
Table tennis - been part of the
school team
Driving
Reading
Travelling

INSHAD

CAREER OBJECTIVE

To work with an organisation that would give me an opportunity for personal growth and enhance my professional skills in the service industry.

PROFESSIONAL EXPERIENCE

2021-2021 : Team Head in Roameo powered by Optus-India

- Data Entry and Backend Office Work
- Daily Reports
- Activation and Verification with customer passport details

2020-2021: Accountant in Legacy Roofing Ind. - India

- Managing Sales Report (daily and monthly reports)
- Managing the stock list

2019-2020: Dispatcher in Samara Land Transportation Services - Saudi Arabia

- Customer care support
- Vehicle short listing for the customers
- Data entry with system update

2018 - 2020 : Courier Dispatcher & Export Agent in FedEx (SAB Express) - Saudi Arabia

- Arrangement of shipments and packages for the respective route couriers
- System update in Mainframe (track and trace shipment remarks and updates) and Data
- Customer package allocation with Delivery address arrangement s with the route and heavy couriers
- Warehouse inbound managing
- Allocation of company and customer payment
- Blue zone check (Account Status)
- Customer clearance paper work submission for the Co. And customers
- Maintaining the Bayan and invoice of inbound shipments and packages
- Credit control payments with the Co. And customers
- Completion of data entry works of the shipment through Mobici application before the couriers arrival
- Preparing and processing Truck and Flights
- Actively participate in other mail function

EDUCATIONAL QUALIFICATION

VIDHYA BHARATHI INSTITUTE, KERALA

B.Com Finance and Taxation | 2016-2019

Diploma in IATA | 2016-2018

INTERNATIONAL INDIAN SCHOOL DAMMAM , SAUDI ARABIA

12th CBSE Commerce | 2015

PROFESSIONAL SKILLS

- Ability to coordinate teams and delegate effectively
- Microsoft Windows XP, Microsoft Windows Vista
- Microsoft Word, Excel, Microsoft Outlook , Adobe Acrobat
- Ability to meet deadlines and over-achieve under pressure
- Excellent communication, listening and negotiation skill

PERSONAL SKILLS

- Hard Working
- Creative
- Self - motivated
- Pleasing Manners
- Friendly in Nature
- Sharing Capability
- Time management

DECLARATION

I do hereby declare that the above mentioned details are true in best of my knowledge and belief.