



Al Fawzan Building,
muweilah, Sharjah, UAE

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PERSONAL DETAILS

DOB : 28th Dec 1993

Nationality: Indian

Marital Status: Married

Visa Status: UAE VISIT VISA

GREESHMA SREEKUMAR

CAREER OBJECTIVE

I will be able to demonstrate my abilities to work as a qualified and capable employee. I wish to utilize my attitude, skills and knowledge in developing my career for both my personal and professional development.

EDUCATION QUALIFICATION

Bachelor of Business Administration, Manonmaniam Sundaranar university, Tamilnadu (India)

2013 - 2015

EXAMINATION SCORE 80%

Kerala institute for Tourism and Travel studies (KITTS) Diploma in Logistics Management

2017

GRADE A+

12th Grade – BNV HIGHER SECONDARY SCHOOL, TRIVANDRUM, KERALA, INDIA SCIENCE

2010 - 2011

Overall examination score - 75%

WORK EXPERIENCE

Cargo handling, office administration • Aspin wall, Trivandrum, Kerala, India

2018 - 2019

Checking stock availability, entering data and updates in the system, sending charge related details to clients, finalizing billing once approved by clients and transportation of cargo.

Documentation, cargo Handling & Office administration • TRIVANDRUM AIR CARGO TERMINAL (TACT) KSIE, Kerala, India

2018 JAN - 2018 JULY - (7 months)

Received Training in cargo Handling, stock checking enter cargo details in the server, verify details with the back office. Send invoices, packing lists and other relevant documents including originals to various international destinations. Close files, warehouse management and conclude billing.

Office Administration • MULTIDATA SOLUTIONS

2014 Jun - 2016 Jun - (2 Years)

Interaction with customers via telephone, email and personally for successful communication and data collection.

SOFTWARE SKILL:

- DGIT (DIPLOMA IN GRAPHICS AND INFORMATION TECHNOLOGY)
- MOS (MICROSOFT OFFICE SPECIALIST)
- Comfortable with using mobile apps and new technology.

LANGUAGES KNOWN

- English
- Hindi
- Malayalam

PERSONAL SKILLS

- Understand and grasp things quickly and efficiently.
- Ability to corporate with the team and interact with all situations.
- Hard working & Willingness to learn.

I Do Hereby Declare That All the Above Mentioned Information are True And Correct to The Best of My Knowledge and Belief.

Place: SHARJAH

Sincerely,

GREESHMA SREEKUMAR