

# Professional summary

**Work history**

SIJAMOL BINO

 Muweilah Sharjah , U.A.E.

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 sijabino@yahoo.co.in  INDIA

To work hard for the growth of the organization as well as my career and get good experience in corporate world.

October 2020

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Sep 2023

**MAX TECHNICAL & ELECTRICAL TRADING L.L.C**

**Logistics Executive**

Inward and update the system with incoming inventory. Handling the entire documents for export shipments.

Coordinating with leading forwarders like DHL, FedEx, UPS etc. Negotiating the freight charges and making economical shipments. Keeping track on Actual Courier Cost Vs Budgeted Courier Cost.

Verify and approve the courier Invoices.

Dubai

Coordinating with Insurance Co and doing claims transit loss and losses of materials.

May 2012

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April 2016

**AL AZHAAR AUTO SPARE PARTS TRDG L.L.C**

**Logistics Executive**

Dubai

Sending enquiries to the concerned suppliers and follow them for best prices on time.

Assist to prepare all import quotes for customers and perform all shipment bookings with carriers.

Ensure effective communication with customers and vendors regarding specification, quality etc.

Plan and implement all import transportation strategies according to all supplier and customer demand and administer internal movement of all goods.

Efficient co-ordination with shipping companies and couriers.

movement of goods and ensure arrival of goods within required time frame and obtain best freight rates at all times.

Design, evaluate and renew all contracts as per requirement, monitor and prepare reports for all import activities and recommend changes if required.

Arrange the collection of DO from the shipping companies and clear the goods without demurrage.

Receive the goods in the system by making GRN to enable the DO section for delivery.

June 2007

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April 2012

**Al Samier Electrical & Eqpt. Trdg.co.LLC Accounts Assistant**

Verification and posting of all Sales and Purchase Invoices.

Dubai

Prepare the list of invoices which are pending for posting, arrange the collection of the same and post.

Maintaining the manual records and files.

Prepare Receivables list and follow up for payments.

Arrange the collection of cheques through couriers and make receipt for the same.

Prepare the list of Payables for the particular month. Process the payments to local and foreign suppliers.

Assist the Accountant in Bank Reconciliation Statements of all bank accounts maintained.

# Skills

Leadership

Fast Learner Communication

Effective Time Management

Computer Skills Microsoft Excel Microsoft Office

# Education

April 2001

**MG University, Kottayam**

**Bachelor of** **COMMERCE**

INDIA

# Languages

**Malayalam**: Native language

**English**: B2 **Hindi**: B2